MORE TIME FOR WHAT MATTERS TO YOU!

Dear Friend,

Congratulations on your investment in this program and yourself! Over the next 10 days, you will take your life to an all-new level with the *Time of Your Life®.* This program will teach you and help you master the Rapid Planning Method® – **a simple system of thinking, planning and achievement that will allow you to experience both extraordinary results and unparalleled personal fulfillment every step of the way.**

I've always had an obsession with making things better. Even as a kid, I had big ideas, radical dreams and seemingly outrageous goals. Eventually my desire became about making *other* people's lives better. Soon, it seemed there was more for me to do than was humanly possible!

Like you, I had a big vision about what I could do in my lifetime and I was committed to turning those dreams into reality, but I had no clear, step-by-step system for successfully achieving my ultimate goals and desires.

As I began to achieve at higher levels, my life became more and more complex. Suddenly I had multiple companies and four children. I was writing books, recording audio programs, traveling internationally for my live events and providing personal coaching to sports teams, athletes, business owners and world leaders. At the same time, I wanted to maintain peak health and vitality and lead a balanced, happy and fulfilled life. It seemed that the more success I achieved, the more stress I added to my life. I knew that I never wanted to become one of those people who sabotaged their own success because they became overwhelmed by their responsibilities, demands and even opportunities. So I began seeking solutions in the many time management programs and products then on the market.

But I encountered a major problem: I found **there had been little to *no* real progress in the way people managed their time in over 100 years!** All the products out there basically instructed you to make a "to-do" list and then manage those tasks. Some had fancy binders and attractive pages, but they all functioned about the same. I found myself enslaved to an ever-increasing list of "to-dos" and also achieving less and less of what mattered as the "to-dos" piled up! It was repetitive, stressful and super frustrating. (Maybe you can relate!)

That's when I knew I needed a whole new system – one that transformed *my way of thinking* so I'd focus on results rather than tasks and that allowed me to associate to my purpose and tap into my passion – so I'd not only achieve my goals, but also really enjoy myself in the process.

In order to solve my own challenges, I created the *Rapid Planning Method®*. RPM™ stands for Results-focused, Purpose-driven, Massive Action Plan. RPM is now used by thousands of people around the world and it has disrupted the industry. I've used it myself for more than four decades, and I can't wait to share it with you!

Over the next 10 days of this program, you'll learn not just how to manage your time, but also a simple, straightforward and systematic approach to transform the quality of your entire life.

Imagine mastering a simple step-by-step process you can use each day for the rest of your life that will allow you to achieve more than ever before, free you from meaningless, time-consuming "to-do" lists and give you the knowledge and flexibility to realize your goals with a sense of purpose and fulfillment. How would you like the ability to take 50 action items on your "to-do" list and instantly turn them into a few areas you can easily manage? These are just a few of the benefits of mastering RPM™.

I've made the system easy to learn by breaking it down into 10 straightforward daily lessons. Each day (or with whatever pace supports you), you'll listen to one audio and complete a simple assignment to support what you've learned. This customized Action Workbook and set of Summary Cards will help you follow along with the audio.

I can tell you with absolute certainty that if you commit your time and focus to this process, you will emerge with the equivalent of an MBA in managing your personal and professional life.

I welcome you on an incredible journey where results and emotional rewards go hand in hand. So let's get started! Cue up Session 1 and let's begin to create the momentum you need to realize the extraordinary quality of life you desire and deserve. I look forward to hearing about your Results and all the people you have the privilege to touch with what you've learned.

Live with passion!

Tony Robbins

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DAY 1 – CREATING AN EXTRAORDINARY LIFE: THE POWER OF FOCUS

What is Time?

Time is emotion. A feeling. Think about it. How do you know how long something really takes other than by how it *feels?* A minute can feel like eternity when you're not fulfilled. And when you're totally engrossed and love what you're doing, time flies. Literally, time ceases to exist.

This program is designed to help you set up your life so that you will experience time in a whole new way – where you get to feel fulfilled every day. Sound impossible? Well, no matter how stressed you currently feel, or how certain you are that you have no time, you're about to discover that you actually *do* have time for the things that are most important to you. Over the next few days, you'll create a truly balanced plan for your life where all the areas of your life work better and work together in harmony…and you'll see your experience of time change forever.

You Must Learn to Control Your Focus

We get what we focus on. What you focus on determines how you'll feel!

By changing your focus, you instantly transform the quality of your life. In fact, when you make a simple shift in focus, you can immediately go from being totally depressed to totally euphoric.

Your focus also directly affects your Results. Whether you are succeeding right now in your career, your personal life, your health or your relationships is largely a reflection of what you are focusing on in these areas – or *if* you are even focusing on them at all. Is all your focus on your job at the expense of your personal life? Are you focused on being spiritual but then not taking care of your body? Are you focused on marketing but not looking at your company's finances? Are you focused on making things better or on how miserable or broken they are? If you're stressed, it's a result of where you're putting your focus.

Focus is the ultimate power that can change how we think, how we feel and what we do in any moment. When we change our focus, we change our lives and the direction we're headed in.

The Power of RPM™ is that it causes you to consistently focus on what you want in life.

"Success without fulfillment is failure."

– Tony Robbins

3 Areas That Steal Our Focus in the Absence of a Plan

So many things constantly compete for and demand your focus in life. If you don't make a conscious effort to control your focus – and decide in advance exactly where you're going put your emotions, time and energy – you'll soon find yourself living in reaction to the world's demands instead of living a life plan you've designed for yourself. Focus and plan so that you put YOU first!

1. **Fear**

   All human beings have a need to avoid pain. It's a survival instinct. When we believe something might lead to pain, we focus on it. The challenge is that if we focus on what we fear, we feel it today and experience it as if it has already happened. Remember, "the coward dies a thousand deaths, the courageous man only once." Living in fear puts us in reaction mode instead of in our power. It guarantees drama and stress on a daily basis rather than fulfillment.

2. **Immediate Pleasure**

   Most people live their lives in such an extreme state of stress that they simply long for relief. So what gets our attention? Little things that make us feel good immediately, like having something to eat or drink or smoke, or maybe doing something we know will give us an immediate sense of accomplishment, like cleaning off our desk rather than working on a report or project.

3. **Other People's Demands**

   This is a form of pain, too, because we don't want to disappoint people. We recognize that in order to maintain relationships with people, we must meet their needs, but this can lead to what's known as "people pleasing" behaviors that always put your priorities last. Once that becomes a habit, you begin to *need* other people's demands to get you to do anything at all. RPM™ will help you change that mindset because it will show you how to move *yourself* in the direction *you* want to go instead of looking outside for someone else to motivate you. Doing things for your own reasons will give you a lasting sense of inner drive instead of just a momentary feeling of motivation.

Motivation is temporary; drive is permanent.
RPM™ will help you tap into your internal drive
so that you naturally move toward the direction of what you want.

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How Do You Take Control of Your Focus?

Step 1: **See the situation as it is, not worse than it is.**

Get real about where you are. Remember, pessimism, skepticism and catastrophizing are just code for "I don't want to be disappointed again," or "I am totally filled with fear." Making things out to be worse than they are gives us an excuse to stay there and not even try. But if you don't direct your entire focus and emotion towards what you truly want in life, you are going to miss out on all that you desire and deserve. To do this, you must first learn to see things as they are, neither avoiding the truth nor blowing things out of proportion.

Step 2: **See the situation better than it is.**

What is your vision for what you really want instead? What result do you want to produce? What is your outcome? Remember, there is a difference between a "goal" and an "outcome." People don't always achieve their goals, but they always attain an outcome. Even if it's not the outcome you expect, you always achieve one, right? This program will teach you to ask the question, "What is *my* outcome? What do I really *want* from this situation? What is the specific Result I'm really after?" This will ensure you are moving in the direction of your dreams and not toward what you fear.

Change is inevitable, but progress is not.

No matter how much we fight it, things are going to change in our lives anyway. Progress, however – change that goes in the *right* direction – is a result of conscious choice. Progress can only occur when we consciously direct our time, energy and emotions. This ultimately determines the direction we go and the results we produce in our lives.

Step 3: **Make it the way you see it.**

In order to turn your vision into reality, you must develop an effective, easy-to-follow plan. RPM™ will help you create that plan by directing your focus relentlessly toward your dreams.

The Quickest Way to Change Your Focus Is by Asking Questions

The questions you ask yourself control what you focus on. Remember, the process of thinking is nothing more than the process of asking and answering questions. You may not realize it, but you ask yourself questions all day long! The challenge most people face is that they are not conscious about the questions they ask themselves.

Questions differ in their quality. For example, can you see a difference between asking yourself, "Why can't I ever lose weight?" and "How can I lose weight and enjoy the process?" Or imagine if Bill Gates had asked the question, "How do we make great software?" vs. "How do we become the intelligence that runs all computers?" If you ask yourself a better question, you will come up with a better answer – and therefore a better result.

Traditional time planning is based on one fundamental question: "What do I need to *do* today?" If you keep asking yourself this question, you are sure to feel like a failure and full of stress because most of us can't possibly achieve everything on our "to-do" list! If you want to manage your life better, you need a better, higher-quality question. Remember, merely buying a shiny new planner or downloading a new app will not change your life. What *will* change your life is a new way of thinking...which you can start today simply by asking yourself new, more empowering questions.

RPM™ gives you a simple three-step process that will immediately focus you on what you really want (the Result), and why you want it (the Purpose) *before* you create a Massive Action Plan to make it happen. It allows you to step back from the urgencies of the moment and determine exactly which path you want your life to take.

People Who Succeed and Are Fulfilled Have 3 Things in Common:

1. **They Know *What* They Want: The Target**

   First, they know the target they are going for – the measurable results they're seeking – and they don't let the process or the "how" trip them up. They understand that there are many ways to achieve the Result they are after. As the old saying goes, "Many roads lead to Rome."

   The more clear you are about the Result you want, the easier it is to find a way to make it happen. So the first set of questions you must answer in life are, "What do I really want? What is the target I'm after? What is my real Result?"

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2. **They Know *Why* They Want It: The Purpose**

   Successful people not only understand the specific outcome they are after, but they also know why it matters. This unleashes the driving force of purpose that keeps them moving towards their Result, even in the face of obstacles.

   So often in life we know what we "should" do, but we don't have compelling enough reasons, a significant enough "why" to get ourselves to do whatever it takes to achieve what we really want. Once you know what it is you really want, you must ask yourself, "*Why* do I want it?" "What will it give me?" "How will it make me feel to produce this Result?" "What is my real purpose?" This will give you the critical missing link of emotion that traditional time planning methods fail to provide.

3. **They Know What It Will Take to Make It Happen: A Massive Action Plan**

   Finally, successful people understand that if they know what they want and why they want it, they can figure out how to achieve anything. They ask themselves the critical questions, "What specific *actions* must I take in order to achieve the Result that I am committed to?" "What's my Massive Action Plan?"

   When your outcome is crystal clear, and the reasons you must achieve it are giving you enough emotional drive, the best ways to get the job done become obvious. Remember, there are many ways to achieve any Result! If one way doesn't work, when you know your outcome and have a strong enough purpose, you'll easily find another way.

   Have you ever checked off everything on your "to-do" list but still felt like you haven't really accomplished anything? With RPM™, you don't need to do your whole to-do list: 20% of your actions will most often give you 80% of the Results. RPM gives you flexibility and freedom!

Those who succeed always start with the end in mind. They are totally clear about the final Result they are after. They have unleashed the Power of Why; they have a burning desire to achieve their result. When these first two elements are put together, creating a Massive Action Plan is simple.

When you have developed a Results-Focused, Purpose-Driven, Massive Action Plan for your week, your day, your month or any project or goal that you are committed to achieving, you can have certainty that your dream is about to become a reality!

The 3 Questions of RPM™

RPM's three questions will direct your thinking in a brand-new way, producing magnificent results and extraordinary levels of fulfillment.

The 3 Questions of RPM

1. What do I really want? What is my outcome? What **Result** am I committed to achieving?
2. Why do I want to do this? Why is it a "must" for me to get this Result? What will it give me? What's my **Purpose**?
3. What are the specific actions I need to take in order to achieve this result? How can I best achieve it now? What is my **Massive Action Plan?**

Note: Just like knowing all the numbers to a combination will not open a lock if they are not in the correct order, asking these questions in the wrong order won't get you the outcome you want. ***Always*** *ask these three questions in this exact order to unlock the power of RPM!*

RPM is designed to make sure you stop "working" and start living your life!

Our lives are so complex today, we need a system that is simple, easy to use and effective. We must learn to move in the direction we want, rather than react to the demands of the moment. We must put stakes in the ground to control what we focus on. True happiness comes from spending our time, emotion and focus on what matters most to us. This is how we actually get more time.

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Exercise

Take a few minutes to answer the following questions:

1. What are you happy about right now? What *could* you be happy or excited about?

2. What are you excited about in your life right now? What about that makes you excited?

3. What are you really proud of in your life right now? What *could* you be proud of?

4. What are you grateful for right now? What *could* you be grateful for?

5. Who do you love? Who loves you? What *could* you love? Who *could* you allow to love you?

"Successful people ask better questions, and as a result, they get better answers."

– Tony Robbins

Your Assignment

1. **The first secret to creating a change is awareness, so let's find out what you're currently focusing on.**

   What are some areas you focus on in your life that don't really serve you? Are there things you fear or don't want to experience but find yourself thinking about anyway? Write down two or three things you often focus on that make you stressed or overwhelmed.

2. **The way to get more time is to get rid of the unnecessary things that "steal" your time.**

   What activities do you do on a regular basis that you really don't have to do or that someone else could easily do for you? Write down one or two activities now. Then, write down a few things that you don't have a real sense of purpose about, that don't give you "juice" or aren't related to a Result that you really want and yet you find yourself doing anyway.

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3. **Now let's focus on what you *do* want (later we'll create a plan to make it a reality).**

   What's something you really want to achieve, experience, learn, share or master? Take a moment now to write down a couple of specific outcomes or Results you want for your life – things that would really "juice" you.

4. **This is the most important question!**

   Write down *why* you must master the Rapid Planning Method®. What are your reasons why learning and using this system are a "must" for you? What will it give you, your family and your friends? What stressors or meaningless activities would disappear if you were using RPM on a daily basis? (Be sure to also write down what it will cost you if you *don't* take the time to master this system.)

Congratulations! If you made it this far, you're one of the extraordinary few. Most people don't proactively seek a way to change their lives. Many people will go to some kind of time planning seminar, but few will actually use it long-term. Research has shown that fewer than 1% of the people who buy a book will actually read it from beginning to end.

Clearly, you're the kind of person who is committed to taking control of your life and producing results and a level of fulfillment that are absolutely extraordinary. That's awesome!

To make it all work, though, you're going to have to decide to become a bit "unreasonable" in your expectations of yourself and what's possible for you in your life. That's a good thing!

NOTES

"The reasonable man adapts himself to the world; the unreasonable one persists in trying to adapt the world to himself. Therefore, all progress depends on the unreasonable man."

– George Bernard Shaw

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DAY 2 – TIME TARGETS: THE SECRET TO FULFILLMENT

This session is about making sure that you focus as much time as you can on those things that are most important to you. In addition, it will help you anticipate those things that will become important in the future so you can plan ahead, avoid the "urgency addiction" and experience the joy and the ultimate fulfillment that you truly deserve.

The Power of the Zone – The "Stress Destroyer"

In today's complex world, many people tend to live in a state of stress. Even as we become more and more successful, it very often leads to even more stress in our lives. We have more "to-do" lists, more things to manage and more people needing things from us. Pretty soon, we're consumed with achieving things instead of experiencing the joy we truly desire.

We must learn how to take back control and how to create the freedom to do what we want. The secret to destroying stress is learning to live your life in the "Zone of Fulfillment."

2 Keys to Living in the Zone of Fulfillment

Key 1: **Realize that we have choices about where we spend our time.**

Most of our stress comes from feeling like we have no choice. We make everything in our lives a "must" to complete. No matter how successful you are, when you get too many "musts" in your life, you're going to feel stressed. Remember, there are always at least three options for every situation. When you realize that you have these options, you begin to create choices for your life.

Key 2: **Change our beliefs about urgency.**

It's so easy for us to become seduced by urgency – the belief that something needs to be completed NOW. Very often, however, we're trying to complete things that don't even really matter. And we also tend to take these trivial things and exaggerate their importance to enhance our own significance. (After all, if we're doing such important things, we must have very dramatic and powerful lives, right?) We must learn to break this pattern, stop reacting to the demands of our environment and stop making things more important than they really are.

We must learn to organize our thinking about our time so that we are spending most of our time in the Zone of Fulfillment and focusing our time on the things that really matter.

"What is important is seldom urgent and what is urgent is seldom important."

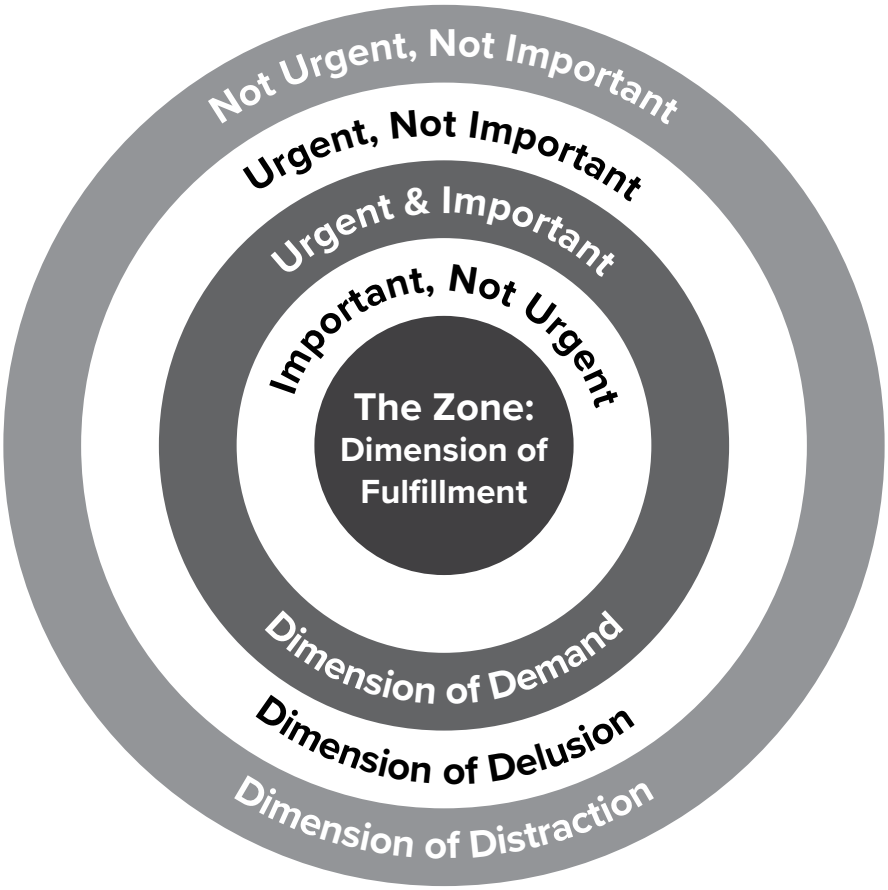
– Dwight D. Eisenhower

Time Targets: The Secret to Fulfillment

Not all time is the same, depending on what types of activities we spend it on. Just like money or calories, how we spend our time makes a huge difference in both the results we achieve and in how we experience life along the way. The secret to getting the best return on investment of your time is learning to balance *urgency and importance*.

Urgency is an artificial mental construct that's up to each of us to tame.

When you're doing the things that are most important, but not urgent, you're in The Zone: The Dimension of Fulfillment.



"A life of fulfillment is one in which we put urgency in its place and remember that the ultimate target is to spend our times doing the things that are most important to us."

– Tony Robbins

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The 4 Time Targets

1. **The Dimension of Distraction: Not Important and Not Urgent**

   The first, outermost ring in the target refers to not important and not urgent items. This is known as the Dimension of Distraction. This is where most of us go when we're stressed and we crave an activity that requires no thinking. Examples include flipping on the TV as white noise in the background, scrolling mindlessly through social media, eating when you aren't even hungry, etc. If you spend most of your time here, you'll find yourself living in the domain we call "No Man's Land" – where you're really not happy, but you're not unhappy enough to do anything about it.

2. **The Dimension of Delusion: Urgent but Not Important**

   The second ring in from the outside is known as the Dimension of Delusion. This is where you're doing things that are **urgent but not important.** Examples are answering email right NOW that could have waited, allowing interruptions like phone calls and people popping into your office "just for a quick question" or checking off "to-dos" just because they're on the list. People who are stressed and ineffective spend most of their time in the Dimension of Demand and the Dimension of Delusion, constantly making more "to-do" lists. Just when they think they have a plan, they let the urgent demands of others around them derail them from achieving the most important personal or professional outcomes. People who spend most of their time in the Dimension of Delusion are doing exactly what the title implies – deluding themselves into believing that they have to do all these crazy things that keep them from doing the more important and fulfilling things in their lives.

3. **The Dimension of Demand: Urgent and Important**

   The third ring of the Time Target contains items that are **urgent *and* important.** We call this the Dimension of Demand. In our lives, there are always emergencies, such as a co-worker or your child injuring themselves or a client needing a sudden fire put out. Those are both urgent and important and must be dealt with now. Being proactive however, can lessen the amount of time you spend in this stressful dimension. For example, that emergency root canal could probably have been prevented if you'd scheduled regular dental checkups. That client's sudden need might have been anticipated if you'd had a planning meeting when it wasn't urgent.

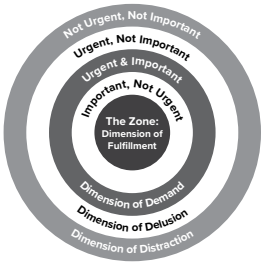
4. **The Zone of Fulfillment: Very Important but Not Urgent**

   If your goal is to create a life of fulfillment, you want to spend your life in the center of the target: the Zone of Fulfillment. Your primary focus here is on doing things that are **very important, but not urgent.** What would fit in this category for you? Spending quality time with your loved ones? Working on a new project that may not require immediate attention but would create a competitive advantage in the marketplace down the road? Reading to improve your mind or your skills? Thinking about what you want? Exercising to create the energy to fuel your success? The Zone contains all those actions we all know to be so important but that we "never get to" because we're "so busy" doing the things in the other three dimensions.

Exercise

1. If you really had more time, what would you do with it? What are some things you'd like to do if you had a couple of extra hours a week that were just for you? Take a moment now and jot down what you'd learn, achieve or experience with this additional time.

2. Write down all of the things you did over the course of last week (or a typical week for you) that fit under each dimension. Then estimate the number of hours you spent there.



The Dimension of Distraction: Not Urgent and Not Important

What did you do to escape (e.g., TV, social media)? When you're stressed, what do you use to distract yourself (e.g., food, drink)? For how many hours?

The Dimension of Delusion: Urgent but Not Important

What are some things that you did but then afterwards felt frustrated because you believe you shouldn't have done them? In other words, there are so many other things that are more important, but you still felt like you had to do these things because they seemed urgent in the moment (e.g., other people's demands, answering emails, errands)? For how many hours?

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The Dimension of Demand: Urgent and Important

What were the things you felt like you had to do immediately and were also really important (e.g., meet the deadline to file your taxes, get your car's brakes fixed)? For how many hours?

The Dimension of Fulfillment: The Zone – Not Urgent but Important

What are some things that you didn't have to do, but you chose to do because you knew they were important? What are the things you did that were not on an urgent timeline, but that you just consciously decided to do (e.g., meditate, mark all your relatives' birthdays on your calendar, plan for the following week, begin writing your book)? For how many hours?

3. Here's the key question: **Based on a rough estimate, what's the percentage of time you think you spend in each dimension (targeting 100% as your total)?** Remember, everything you wrote down in the previous questions likely doesn't include everything you did. Based on the questions you answered so far, however, what is an honest estimate of how much time you spent in each dimension last week?

   The Dimension of Distraction: _____

   The Dimension of Delusion: _____

   The Dimension of Demand: _____

   The Dimension of Fulfillment (The Zone): _____

A rule of thumb is that people who are stressed generally spend less than 25% of their time in the Zone of Fulfillment (doing the things that are not urgent but important). They spend an immense amount of time in the Delusion of Demand; they have an urgency addiction and tend to make things that are urgent appear important as well. And they use the Dimension of Distraction to escape all that stress!

If you want to be fulfilled and achieve at a higher level, you must spend an average of 40-70% of your time in the Zone of Fulfillment.

NOTES

"Activity without purpose is the drain to a life of fulfillment."
– Tony Robbins

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The Power of Leverage

What are the things that you're doing right now that really aren't important to do? Or, even if they are important, perhaps someone else could do them for you? Remember, if money is a factor, get creative. What service could you trade? Could you volunteer to tutor someone in return for their cleaning your house? Could you research a dry-cleaning service that delivers? Or an app that will deliver your lunch?

The biggest shift in the quality of your life comes when you begin to tap into the power of leverage. Leverage frees you to spend more time in the Zone!

Do what you do best.
Get others to do the rest.

Also, look for patterns. Do you tend to find yourself doing little things on a regular basis? Could you put systems into place instead of repeating those same actions over and over again? For example, if you travel a lot, could you arrange your clothes so that you don't have to think about it when it's time to pack? Could you pre-stock a toiletries bag that you can simply throw in your suitcase? Or enter your seating and meal preferences in your favorite airline's frequent flyer program? What about sending cards to your friends and family for special occasions? There are online services that do it for you. You just pick a design and type a quick message. Or could all that money you're spending on dining out be redirected to pay for a cook for you?

The secret is to think creatively. If you are doing things consistently that don't support you, or if you would be more fulfilled spending your time elsewhere, then it's time to break that pattern and come up with a smart alternative!

Leverage vs. Delegation

There's a difference between Leverage and Delegation. Your goal is to *leverage* as much as possible to others, but to maintain the overall responsibility for achieving the Result you're after.

Delegation: Giving a Result or action item that you're responsible for to someone else and trusting it will get done without any additional follow-up or support. In this case, you're handing the entire responsibility to someone else on a hope and a prayer that it will actually get done.

Leverage: Working *with* another person (or resource) to produce a Result or action item. The other person may do most or even all of the work, but you are actively involved by checking in, providing feedback and supporting them in the process. You are still ultimately responsible to achieve the Result.

NOTES

"You can influence, direct and control your own environment. You can make your life what you want it to be."

– Napoleon Hill

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The Control Model

The ultimate waste of time is to squander your thoughts, your focus and your emotions getting stressed about things you cannot control. Fulfilled people know this: When an event happens that affects their lives, they immediately evaluate, "Is this something I can control? Is this something I can influence? Or, is this truly something I cannot control and cannot influence?"

It's human nature to try to control events around us. While we can influence many events and maybe control a few, **the only thing you have absolute control over is yourself and your emotional response to whatever happens in life.** For example, two people can have the same experience, yet one decides their life is over while the other decides to utilize this event as a driving force for their growth. Controlling *what things mean to you* is your greatest power and can give you a life of fulfillment. What it takes is finding an empowering meaning in anything that happens. Anyone can do it, but not everyone will.

Now, there are things you may not be able to control but that you can influence. You can very often influence the opinions of people closest to you or that you do business with. You can also influence certain events.

But at the same time, you must also **beware of those things you cannot control.** You cannot control other people's opinions; you cannot control other people's behavior no matter how hard you try. Some people may even be beyond your influence. While this may seem obvious, you also cannot control the past. Since you can't change it, why would you spend any time, focus, energy or emotion on something you can't control?

Key Questions

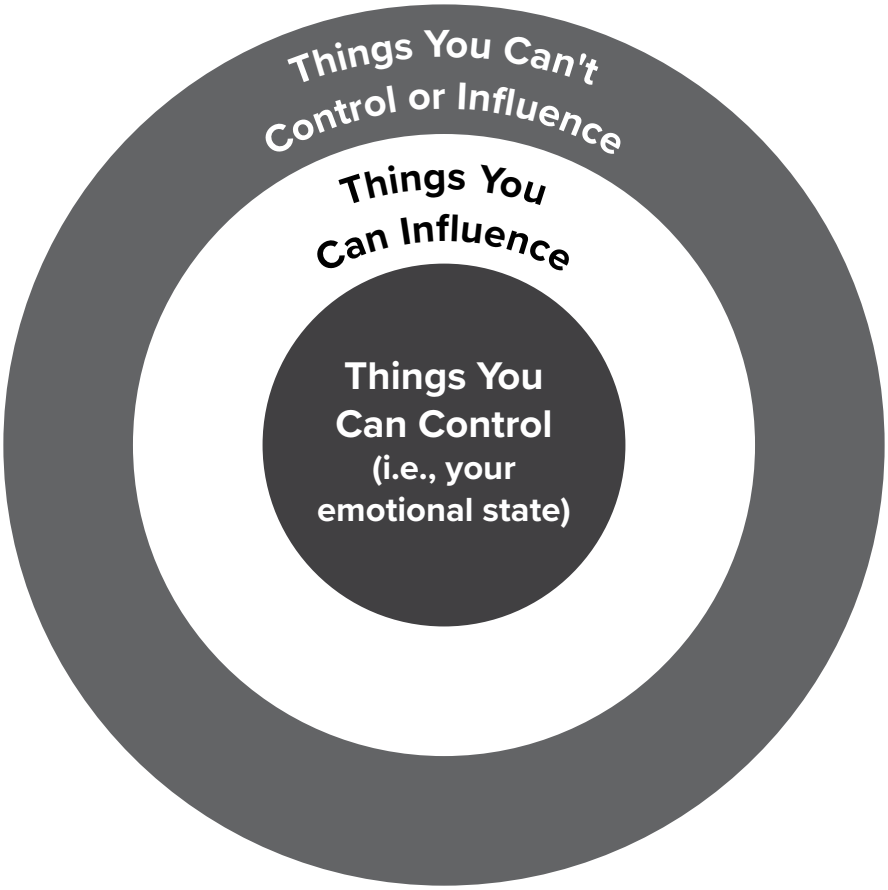
- How can I focus my energy on those things I can control and influence in order to create a life that is not only fulfilling for me, but one in which I am also contributing to others as well?
- How quickly am I willing to let go of those things that are causing me to experience stress – those things that I can't control?

"God grant me the serenity
To accept the things I cannot change;
Courage to change the things I can;
And wisdom to know the difference."

– Reinhold Neibuhr

You don't get more time by changing your schedule but changing your level of fulfillment.

When you love what you're doing, time disappears. When you're stressed about things outside your influence or control, you never have enough time. Make sure you spend your time, emotion and focus on what you can control: your state of mind and what things mean to you.



"If you don't set a baseline standard for what you'll accept in life, you'll find it's easy to slip into behaviors and attitudes or a quality of life that's far below what you deserve."

– Tony Robbins

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Exercise

1. Look at the outer ring of the Control Model. **Make a list of the things you can't control or influence but that you continue to waste time on anyway.**

2. **Write down all the reasons why you know it's silly, ridiculous, stupid and insane to spend time on the things you listed in #1.**

3. **Develop a new belief. Write a simple phrase that you're going to start using as an "incantation."** For example: "This is a waste of my time. I'm not going to do it anymore," or "I've set a new standard for myself," or "Let me focus on what I can control."

Incantations

An incantation is a phrase or set of words that is said out loud with an actively engaged physiology. If you have a belief or mindset that you want to change or adopt, creating and using an empowering incantation will help you feel, experience and be your BEST!

Here are some examples:

"All I need is within me now and I have the courage to see it through."

"So much time, so little to do!"

"Every day in every way, I'm getting better and better."

What you consistently speak with emotional intensity, you will experience, you will create and you will become.

Your Assignment

1. **Create more time now.**

   Start by identifying some activities that aren't really important, but because of the urgency you've placed on them, you spend your time doing them. Or, anything that is not urgent or important that you waste your time on. Then, estimate how much time you spend each week on these items that don't really matter (or that you could leverage to someone else).

Unimportant Activities	Estimated Time Each Week

2. Now, having found more time for your life by eliminating activities above, **make a list of activities, projects or whole areas of your life that you *want* to spend more time on that would give you more fulfillment.** Make the decision right now to spend a specific number of hours each week on these things that matter most to you. You *do* have the time!

Fulfilling Activities or Projects	Estimated Time Each Week

3. Don't leave the site of setting a goal without taking the first step toward its attainment. For example, call someone, go online to start some research or make a connection, write an email, schedule a meeting, block time in your calendar, etc. **Do something right now to make sure at least one of the important and fulfilling items on your list actually happens!**

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If you want to create a life you love and that supports you, you need to stop planning around "to-dos" and start planning around what you want for your life. Most people do this backwards. They start by trying to plan their time. But with zero idea what you're planning *for*, is it any wonder so many people end their days frustrated, even if they "got a lot done"?

To manage our lives we need a life management *system.* RPM™ starts with the core belief that there are specific *areas* of life to be managed for your life to work optimally.

For 95% of the population, there are two **Areas of Management: Professional and Personal.** Within each of these, there are domains that require ongoing focus and commitment to constantly improve. These are your "Categories of Improvement." You have a set of Categories of Improvement for your personal life as well as a set for your professional life. Most people share several common ones, while having some that are unique to them. Here are some Category ideas:

Example Categories

1. Relationship
2. Health
3. Community
4. Finances
5. Spirituality

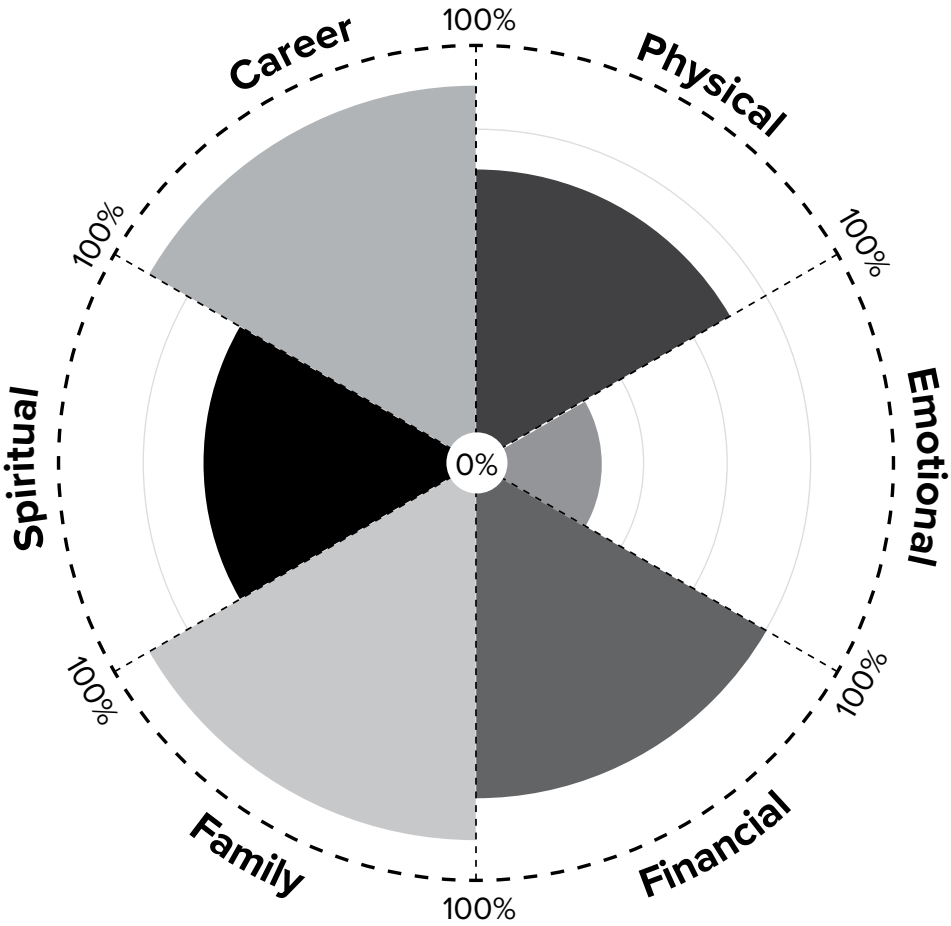
Example Categories

1. Job Performance
2. Presentation Skills
3. Networking
4. Learning
5. Mentorship

In this section, you will identify the most important areas in your life that you're committing to continually focus on, measure and improve in both your personal and professional life. These are the pivotal areas where if you *don't* improve, the quality of your life will suffer and if you *do*, your success and fulfillment will go through the roof. For example, if you don't focus on and commit to continually improving your physical body, will your energy and health get better or worse? Very often, people focus on their career so intensely that they leave almost nothing for their body – until it comes back to bite them. Or maybe you're doing well physically but you're neglecting your finances. Learning how to balance each area of your life is critical and having Categories of Improvement allows you identify and zero in on the areas you are committed to improving and measuring your results.

The Wheel of Life

Take a look at your Personal Life as if it had six areas that you have decided are critically important to constantly improve. Think of them as spokes in a wheel. If the center of the circle represents 0% and the outside of the circle represents 100% of where you want to be in this area of your life, how would you currently rate yourself in each area?



In this example, you'll notice that Physically this person is at 70% of where she wants to be, but her Emotional Life is going through a rocky period and she's not getting as much joy and passion as she'd like, so she ranked that at 30% of her target. Her Family Life, on the other hand, is going great so she scored it a 90% and so on.

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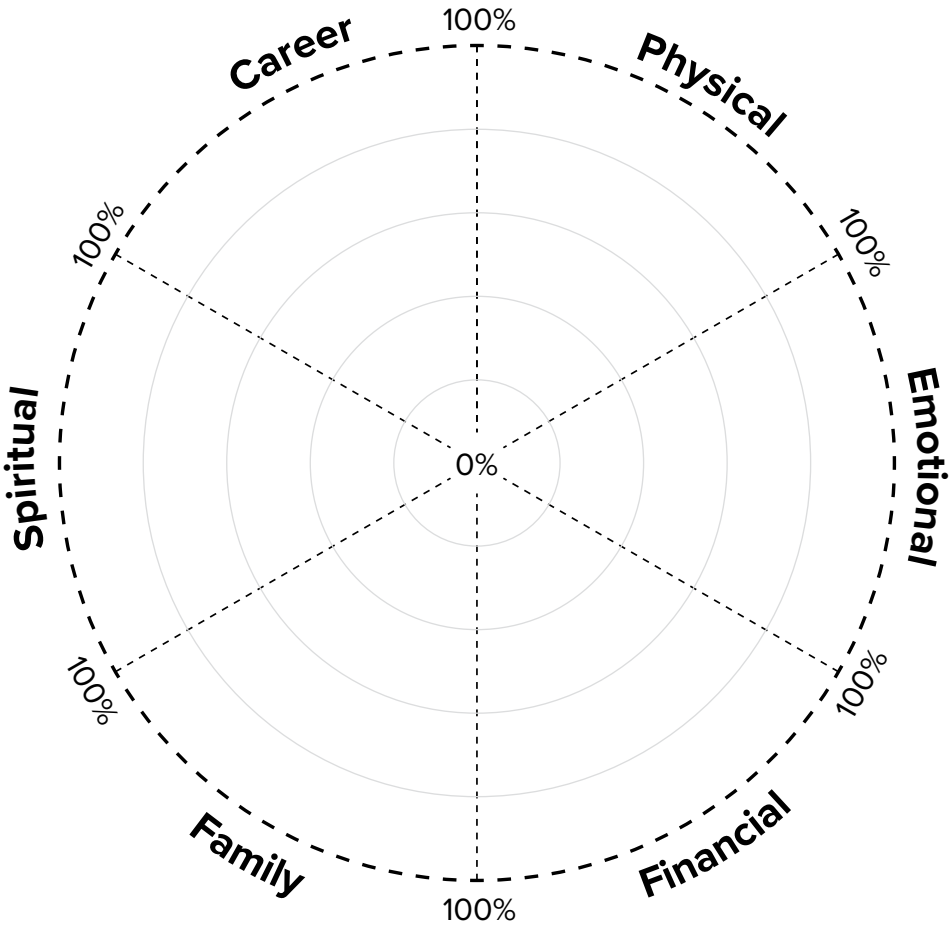
Exercise: Your Wheel of Life

Now it's your turn. Take a few minutes to draw a line across each section representing what level you feel you are currently in that area compared to where you want to be. When you're finished, shade each area in to get a feel for the true shape of your wheel.



And now, a question for you…

If this were a tire on your car called life, how would the car run? What if you were going 20 mph? What if you were an achiever going 100 mph?

What we want is to make your "wheel" as big and round as possible. To do this, you need to ensure that you're putting sufficient time, energy and focus into *all* the areas that matter most to you, so that you can create balance and truly work at the highest level. To do this, let's first understand how to create your life plan…

Categories of Improvement

Remember, you cannot manage what you don't measure. How often do most people check in on their New Year's resolutions? Next New Year's Eve, right? What if you checked in once a month? How about once a week?

In order to create and maintain that all-important balance, you must consciously focus on and constantly improve all the areas that matter to you most, and you must also create a system of measurement. With Categories of Improvement, you won't find yourself living in reaction because you'll have specific goals for each of your categories that you'll check in on *each week* to see how you're doing and how you can continue to improve. You'll be doing something that's not urgent but so important – in other words, you'll be in the Zone of Fulfillment!

Exercise: Your Personal Categories of Improvement

Take a moment now to brainstorm the areas of your Personal Life where you must focus and constantly improve in order to be fulfilled and successful. *(If you need ideas to get you started, please see examples of Personal Categories of Improvement on the following pages.)* Jot down every area that comes to mind right now. On the next page, you'll select the top five to eight where consistent focus and constant, never-ending improvement would have the biggest impact on your life. Don't worry about being perfect. Go for it!

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Categories of Improvement – Personal Examples

I. Susan Williamson

1. *Family*
2. *Business*
3. *Friends*
4. *Community*
5. *Physical*
6. *Finance*
7. *Emotional*
8. *Spiritual*

II. Jamar Adams

1. *Workout Warrior*
2. *Centered Master*
3. *Keeper of the Family Flame*
4. *Maintaining the Castle*
5. *Solid Gold Investor*
6. *King of Hearts*
7. *Faithful Friend*

III. Jane Carter

1. *Emotional Fitness*
2. *Family Heart & Soul*
3. *Physical Prowess*
4. *Forever Friendships*
5. *Home Sweet Home*
6. *Gracious Giver*
7. *Wealth Wizard*

IV. Tony Robbins

1. *Physical Power: World-Class Health & Fitness*
2. *Emotional Juice*
3. *Outstanding Family Life*
4. *Extraordinary Friendships*
5. *Absolute Financial Freedom*
6. *Renaissance Man – CANI! of AJR*
7. *Creator of the Good Life*
8. *Extraordinary Community Leader & Contributor: Force for Good*
9. *Spirit & Soul: Force for Good*

NOTES

"Excellence is not a destination, it is a continuous journey that never ends."
– Brian Tracy

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Now, select the Personal Categories of Improvement that speak to you the most and list them below. Remember, these are areas of your Personal Life that you're committed to focus on and improve on an ongoing basis. We've given you room for up to 12, but most people find five to eight to be the most manageable. HINT: Give your Categories fun, inspiring, "juicy" nicknames to encourage you to spend more time there. For ideas, see examples I, II and IV on the next pages.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

Exercise: Your Professional Categories of Improvement

Again, within your professional life, there are areas on which you must focus for them to constantly improve and that have a major effect on your quality of life. Take another moment to brainstorm the areas of your professional life that you must constantly improve in order to be fulfilled and successful. Write your ideas below.

Some people find identifying their Professional Categories of Improvement a bit more challenging or overwhelming than the personal ones. This is because most people's Personal Categories are very similar; we all need to take care of our bodies, relationships, finances, etc. On the professional side, however, you may need a bit more thought. You may be great at doing your work, but your marketing needs to get better. Or you may be an amazing presenter or speaker but have challenges with organization and systems. Different professions also present different Categories, and someone running their own business will have different concerns than someone who's part of a larger company. An actor is going to have some Categories that are different from an architect or an airline pilot. Only you know what you need to focus on and improve to have the biggest impact on your Results and your life.

Remember, we're only brainstorming here and this is just your first foray. We're not going for perfection! We've given you a range of examples from a young actress just starting out, to a department manager in a large company, to an entrepreneur, to a teacher. That's the beauty of this system – it will work for you regardless of who you are and what you've got going on!

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Categories of Improvement – Professional Examples

I. Jolie Jenkins

1. *Maximizing Current Jobs – Acting roles*
2. *Obtaining New Jobs – Auditions, etc.*
3. *Management of Jolie, Inc. – Managing my managers & agents*
4. *Ever-Expanding Acting Skills – Ongoing training of my voice, etc.*
5. *Networker Extraordinaire – Constantly expand my identity*

II. Samuel Wong

1. *Tenured Professor in Record Time*
2. *Mentor to the Scientists of Tomorrow*
3. *Research Detective*
4. *Engaging Presenter – The "Sage on Stage"*
5. *Collaborative Colleague*
6. *Published Author of Significance*
7. *Fantastic Fundraiser for My Department*

III. Rebecca Simms

1. *Maximize New Sales – Direct contacts, mailings, etc.*
2. *Support Existing Clients – Create raving fans*
3. *Maximize My Leadership and Sales Skills – Ongoing training*
4. *Create a Totally Empowered Team*
5. *Develop New Sales and Marketing Systems for My Team*
6. *Management of Costs – Efficiency in my department*
7. *Create Extraordinary Relationships with Members of Executive Team*

IV. Richard Poole

1. *Creator of Smart Investment Strategies*
2. *Educated Financial Planner*
3. *Client-Getting Machine*
4. *Financial Podcast Star*
5. *Stock-Picking Ninja (Know when to hold 'em & fold 'em)*
6. *Tech Wizard*

NOTES

"Continuous improvement is better than delayed perfection."
– Mark Twain

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Now, take a look at the Professional Categories of Improvement that you've brainstormed, and choose your top ones to enter in the list below. Remember, these are areas of your Professional Life that you're committed to focus on and improve on an ongoing basis. There's room for up to 12; again, many people end up feeling that five to eight Categories are doable. (Don't worry, you can always add to or modify your Categories of Improvement later.)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

NOTES

"Simply by changing your habitual vocabulary, you can instantaneously change how you think, how you feel and how you live."

– Tony Robbins

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The Power of Language and Roles

Now that you've created specific Categories of Improvement, let's add some emotional power. Your Categories will ensure that you focus on each area of your life, but what will make you spend time there is giving them more emotional names and descriptions, including roles that truly inspire you. You may have noticed in the earlier examples some people named their Categories using exciting words that described who they felt they were "being" when crushing it in that Category. "Wealth Wizard," "Workout Warrior" and "Renaissance Man" are some examples of Roles. You don't *have* to do this, but it can really help.

Just changing one word can completely change what something means to you, and therefore how you feel. All of us have heard speakers who have inspired us, right? We are moved by the words of a John F. Kennedy or a Martin Luther King Jr. Yet we forget that we influence *ourselves* with our own words all the time. We can change how we feel in a moment simply by selecting different words to describe our experience and how we see ourselves. You can actually transform your identity with your language and your Roles. The best part is: You get to claim these titles for yourself – you don't have to wait for someone else to confer them upon you.

For example, is there a difference between calling yourself a **"stockbroker"** vs. a **"mover and shaker"** vs. a **"treasure hunter"**?

Or a, **"disciplinarian"** vs. a **"developer of human spirit"**?

Or what about between **"working on your physical body"** vs. **"creating world-class health and fitness"**?

Here are examples of Roles a person might use for some of their Categories of Improvement:

Category	Roles
Physical Power	Kick-Butt Athlete Adonis Energy Dynamo Snowboarder
Creator of the Good Life	Vacation Master Surprise Sorcerer Fun Phantom Wealth Creator
Performance & Turnaround Expert	The Leader Called Upon by Leaders Mr. Solution Business Genius

Exercise: Creating Juicy Roles for the Categories of Your Life

What are the Roles you play in each of your Categories of Improvement? Think about the different "hats" you wear within each of your Categories. What kind of person or character are you being (or who could you be) in each of these areas of your life?

Start with your Personal Life. For each of your Categories of Improvement (physical, emotional, financial, etc.), list two or three Roles that will make you want to spend time there. For inspiration, you'll find some examples in the Pathways to Power section that follows.

Personal Categories of Improvement	Roles
1.	
2.	
3.	
4.	
5.	
6.	
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8.	
9.	
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11.	
12.	

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Next, do the same thing for your Professional Categories of Improvement. Brainstorm some Roles you want to fulfill within each Category. Make your Roles playful, fun and juicy so you can't wait to spend your time there! Need ideas? See Pathways to Power in the next section.

Professional Categories of Improvement	Roles
1.	
2.	
3.	
4.	
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Pathways to Power

Congratulations! You've done some great work already. Now, what if you could repurpose it over and over again to streamline the process? And what if you could use *other* people's smart solutions and successes as shortcuts to get where you want to go faster? That's what we call "Pathways to Power."

Definition

Pathway to Power

A proven plan or strategy that you or someone else has used to achieve a similar Result to what you want.

For example, once you've created an RPM™ Plan, it instantly becomes a Pathway to Power that you or someone else could use to achieve a similar Result, instead of starting from scratch or "reinventing the wheel." This saves everyone time – and it's how all progress happens! The best scientists and innovators learn from what works and build on it. You can borrow this practice.

Here's a set of examples of people's Categories and the Roles they've created for each. You can use these as a Pathway to Power for creating your own juicy Category names and Roles.

Examples: Personal Categories of Improvement & Roles

Susan Williamson

1. *Family – Mama Bear, Curator of Fun, Patient Teacher*
2. *Business – Lady Boss, Sales Superstar, Hard-headed Negotiator*
3. *Friends – Life of the Party, Supportive Shoulder, Confidante*
4. *Community – Team Player, Vivacious Volunteer, Loving Neighbor*
5. *Physical – Best Bod of my Life, Fab Forties, Wonder Woman*
6. *Finance – Budget Babe, Smart Shopper, Wealth Builder*
7. *Emotional – Mood Master, Joy Generator, Smile Spreader*
8. *Spiritual – Spiritual Sue, Gratitude Seeker, Daughter of the King*

Henry Tucker

1. *Health & Vitality – Sears Die-Hard Battery! Power Plant, Towering Titan, Gym Geek*
2. *Personal Growth – Demon Destroyer, Instant Change Artist, B.S. Blocker*
3. *Family – Husband of Hugs, Destiny's Dad, Deputy of Devotion, Fabulous Career Foundation*
4. *Fun – Master of Mirth, General of Games, Playful Partner*
5. *Long-Lasting Friendships – Field Marshall of Friends, Loyal to the Nth Degree, Brother from Another Mother*
6. *Financial Freedom – Investment Genius, Protector of the Family Fortune, Money Merlin*

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Isabelle Sanchez

1. *Emotional Fitness – My Own Source of Joy, Exemplar of Grace, Loyal Lover of ME! Countess of Consistency*
2. *Family Heart & Soul – Woman of His Dreams, Soulmate, Munchkin Mamma, Sister You Can Always Count On, Daddy's Little Girl, Mom's Sunshine*
3. *Physical Prowess – Blonde Bombshell, Athlete, Powerhouse, Adventurer*
4. *Forever Friendships – Spreader of Sunshine, Silly Girl, Harbor in a Storm, Giver of Gifts, Elegant Presence*
5. *Home Sweet Home – Decorating Diva, Entertainer Par Excellence, Master of Clean! Organizational Queen!*
6. *Gracious Giver – Gratitude Girl, Selfless Contributor*
7. *Wealth Wizard – Princess of All Things Wonderful, Savvy Shopper, Investment Intellect, Manager of Millions!*
8. *Spiritual Soul – Source of Light, Protector of the Planet*

Paige Anderson

1. *Health "Ironwoman" – Clean Food Fanatic, Vibrant Vixen, Cardio Queen, Total Team Player, Lady of the Lake Walker*
2. *Fun "Fun Was Had by All" – Surprise Maker, Master of Ceremonies, Social Butterfly*
3. *Family & Friends "The Buddy System" – Snail-Mailer, 1st to Reach Out, Always There*
4. *Community "What Can I Give?" – My Time is Your Time, Generosity Is My Middle Name, The Energizer Bunny (I keep going and going…)*
5. *Finance "Show Me The Money!" – Ms. Market Savvy, Money Maximizer, "I Know My Stuff"*

Jamar Adams

1. *Workout Warrior – Winner Not a Quitter, Marathon Man*
2. *Centered Master – Spiritual Source Seeker, Creator of Calm*
3. *Keeper of the Family Flame – Best Big Brother, Loving Son*
4. *Maintaining the Castle – Design Doctor, DIY King*
5. *Solid Gold Investor – Wealth Builder, Smart Spender and Saver*
6. *King of Hearts – The Last Chivalrous Man, Considerate Lover*
7. *Faithful Friend – Last Man Standing, Wingman, "I Got Your Back"*

Professional Categories of Improvement & Roles

Richard Poole

1. *Creator of Smart Investment Strategies – Alchemist, Midas Touch*
2. *Educated Financial Planner – Lifelong Learner, Student of Wealth, Trendsetter*
3. *Client-Getting Machine – Rainmaker, Monster Magnet, Irresistible Force*
4. *Financial Podcast Star – Media Mogul, Wealth Translator*
5. *Stock-Picking Ninja – Connoisseur of Securities, Know When to Hold 'Em & Fold 'Em*
6. *Tech Wizard – Chart Decoder, Better Than a Bot, Autopilot Growth*

Rebecca Simms

1. *Maximize New Sales – Prospector for Gold, Sales Multiplier, Queen of the Upsell*
2. *Support Existing Clients – Raving Fan Creator, Caring Community Leader, Overdeliverer*
3. *Maximize My Leadership & Sales Skills – Sales Sensei, Showing the Way, CANI! Leader*
4. *Create a Totally Empowered Team – Cheerleader & Coach, Ringleader, Wind Beneath Their Wings*
5. *Develop New Sales & Marketing Systems for My Team – Innovator, Disrupter, Builder of the Business*
6. *Management of Costs, Efficiency in My Dept. – Maximizer of Talents, Smart Allocator, Waste Not Want Not*
7. *Create Extraordinary Relationships with Executive Team – Valued Partner, Go-Giver, Respected Peer*

Samuel Wong

1. *Tenured Professor in Record Time – Fast-Track Taker, Laser-Focuser, Eyes on the Prize*
2. *Mentor to the Scientists of Tomorrow – Science Sensei, Tender of the Garden*
3. *Research Detective – Indiana Jones of Data, Sherlock Holmes of Science*
4. *Engaging Presenter – The "Sage on Stage," Entertainer, Speaker of Geek*
5. *Collaborative Colleague – Partner in Crime, Superhero among Equals*
6. *Published Author of Significance – Thought Leader, Conversation-Starter, Changemaker*
7. *Fantastic Fundraiser for My Department – Science Storyteller, Superpowered Persuasion, Sharing the Passion for Progress*

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Margaret Lewis (Manager)

1. *Team Manager (Purchasing Team) – Mentor / Coach, Exemplar of Leadership, Source of Support, Guiding Star*
2. *Communications Master – Speaker of the House, Effective Communicator, Listener Extraordinaire*
3. *Lean, Mean Buying Machine – The Deal Queen!, Cost-Effective Conqueror, Bargain Hunter*
4. *Secure & Maintain World-Class Vendors – Support Superstar, The Company's Best PR Agent, Two-Way Street Dialoguer*
5. *Product Quality Control – Exemplar of Excellence, High Standard Setter, Defender of Quality*
6. *Manage & Master Costs – Maintaining Tight Reins on Spending, Savings Detective, Workaround Artist, Doing More with Less Diva*
7. *Proactive, Superior Customer Service – Caretaker, Liaison of Good Faith, CX Team Supporter*
8. *CANI! Any Aspect of the Business – Scanner of Opportunities to Improve, Innovator & Iterator, Going the Extra Mile*

Richard Poole

1. *Creator of Smart Investment Strategies for Clients – Secret Weapon, Super Strategist, Sorcerer's Stone*
2. *Educated Financial Planner – Smartest Guy in the Room, Market Brainiac, Data Devourer*
3. *Client-Getting Machine – Marketing Genius, Master of Referrals, Like Moths to a Flame*
4. *Financial Podcast Star – Powerful Presenter, Investment Authority, Advisor to the Masses*
5. *Stock-Picking Ninja (Know when to hold 'em & fold 'em) – Perfect Timing Trader, Medium of Money, Connoisseur of Quality, Securities Seer*
6. *Tech Wizard – Money on Autopilot, Chart Decoder, Bionic Trader*

NOTES

*"If you always do what you've always done,
you'll always get what you've always gotten."*
– Tony Robbins

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We all need a vision for our lives. So many people in today's world, however, don't have a vision that inspires them and worse, many have lost their enthusiasm for life. The Greek root of the word "enthusiasm" is "en theos" meaning "god-like." Yet, in today's society, the tendency is to label enthusiastic people as naive or misguided, rather than having that divine spark within them.

The one trait that all great writers, business people, teachers, musicians, educators, parents, politicians – anyone who has ever accomplished anything meaningful – have in common is their passion and enthusiasm.

Successful People Do What Failures Won't.

This session is about creating that vision for your life – a vision so compelling that you are driven to do whatever it takes to drive through the inevitable obstacles to achieve it. Having a compelling vision is what gives us a sense of absolute fulfillment and joy, knowing that we are pursuing something greater than the current moment.

80% Is Psychology and 20% Is Mechanics

The "mechanics" of how to manage your time – all the how-tos and strategies and details – are really only 20% of what it takes to get the results you want. The truth is, 80% of your results in life are directly affected by your psychology. This is really where you make the critical shift in the quality of your life that ensures your success and fulfillment long-term.

The first four sessions of this program are designed to give you the critical understanding and philosophy that will help you create the psychology of true fulfillment. Once you have that foundation, the remaining sessions focus on helping you understanding the mechanics of how the RPM™ system works.

"Without a vision, the people perish."
– Proverbs 29:18

Creating Your Vision for Success

Everyone has a vision whether you know it or not. The only question is whether or not it is a vision that's consciously designed and is taking you where you want to go in your life.

Exercise: The Power of Vision

Close your eyes now and think about what a 70-year old man or woman looks like.

Get a really strong image in your mind.

Now, is the picture you made of someone who is energetic, strong, vibrant and youthful?

There are two reasons your vision is important for you to not only achieve what you want in life, but also more importantly, for you to be fulfilled.

1. **Small visions have no power to move our blood.**

   The challenge for most people isn't that they aren't motivated or that they don't have the intelligence to figure out how to get what they want. Most people simply don't have a big enough vision to inspire them to action.

   Remember, people will work five times harder to make $100,000 than they will to make $50,000. Which would get *you* out of bed – being a top bestselling author with millions of adoring fans and a movie deal or "sitting down to work on my book"?

2. **Reasons come first, answers come second.**

   Why is your vision important for you to achieve? Why is it a must? Most people will do more for others than they ever will for themselves. Who are some of the people in your life you want to make a difference for? Is there a cause that's greater than you where you want to have an impact?

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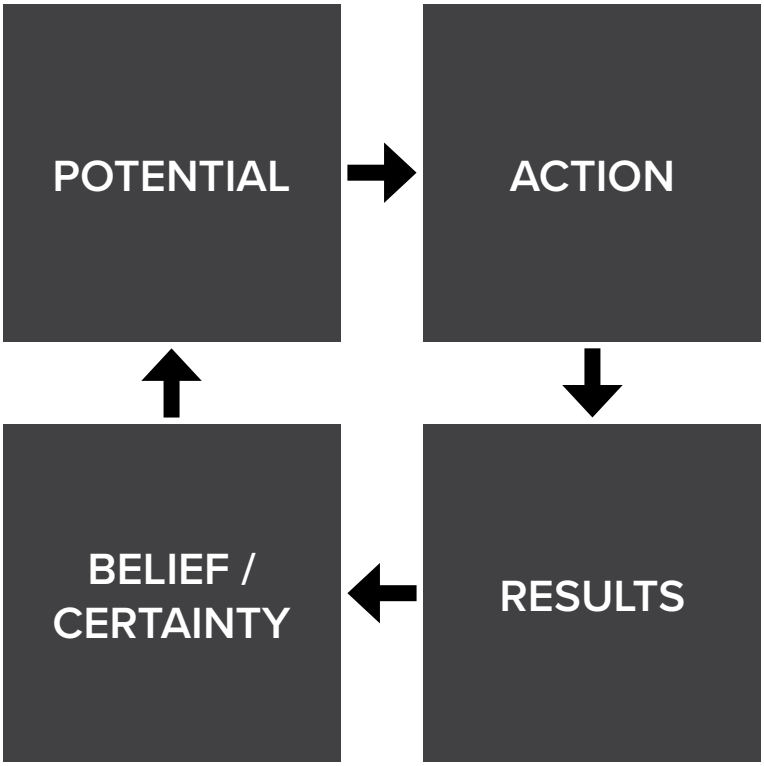
The Success Cycle

People who succeed have momentum. The more they succeed, the more they *want* to succeed, and the more they find a way to succeed. Similarly, when someone is failing, the tendency is to get on a downward spiral that can even become a self-fulfilling prophecy.

People's potential is almost unlimited. But do most people's results reflect the level of potential they have?



Everyone is on a Cycle of Momentum. Which direction are you going?

Downward Cycle of Momentum: You believe you have limited potential, so you take a little bit of action, naturally get limited results, so you reinforce your belief. "See, I knew I couldn't do it!"

Upward Cycle of Momentum: You believe beyond a shadow of a doubt that you can get the result you want. You may not know exactly how, but you believe the potential is there, so you tap into it with massive action. Because of that, you tend to get pretty outstanding results, reinforcing your belief. "See, I knew I could do it!" Now you're even more inspired, you believe even more in your potential, you take even more action and you get even greater results! The cycle continues.

The only way to break out of a downward spiral and get back on an Upward Cycle of Momentum is to get "Results in Advance." This comes from creating a powerful vision for your life.

Create a Standard to Be Outstanding

Real success is the ongoing process of becoming more as a human being; knowing that you are continually maximizing and expanding your capabilities and doing what you have envisioned for your life rather than following someone else's expectations.

The standard you must live by is to be outstanding.

If you do a poor job, you get no rewards.
If you do a good job, you get poor rewards.
If you do an excellent job, you get good rewards.
If you do an outstanding job, you get ALL the rewards.

The rewards are disproportionate at the level of "outstanding" – and "outstanding" is just one small notch above "excellent." It's completely unfair – and it's the way life is!

If 99.9% is good enough, then...

- Two million documents will be lost by the IRS this year.
- 22,000 checks will be deducted from the wrong bank accounts in the next sixty minutes.
- 12 babies will be given to the wrong parents each day.
- 2,488,200 books will be shipped in the next 12 months with the wrong cover.
- Two plane landings daily at O'Hare International Airport in Chicago will be unsafe.
- 5,515,200 cases of soft drinks produced in the next 12 months will be flatter than a bad tire.
- 107 incorrect medical procedures will be performed by the end of the day today.

Remember, at the same time, *being outstanding doesn't mean being perfect*. Perfection is unattainable. Being outstanding means setting a higher personal standard for yourself than anyone else would expect. It's where you get all the rewards, and the biggest one of all: the self-respect that comes from knowing you're really going for it in life 100% (and more)!

"If you don't set a baseline standard for what you'll accept in life, you'll find it's easy to slip into behaviors and attitudes or a quality of life that's far below what you deserve."

– Tony Robbins

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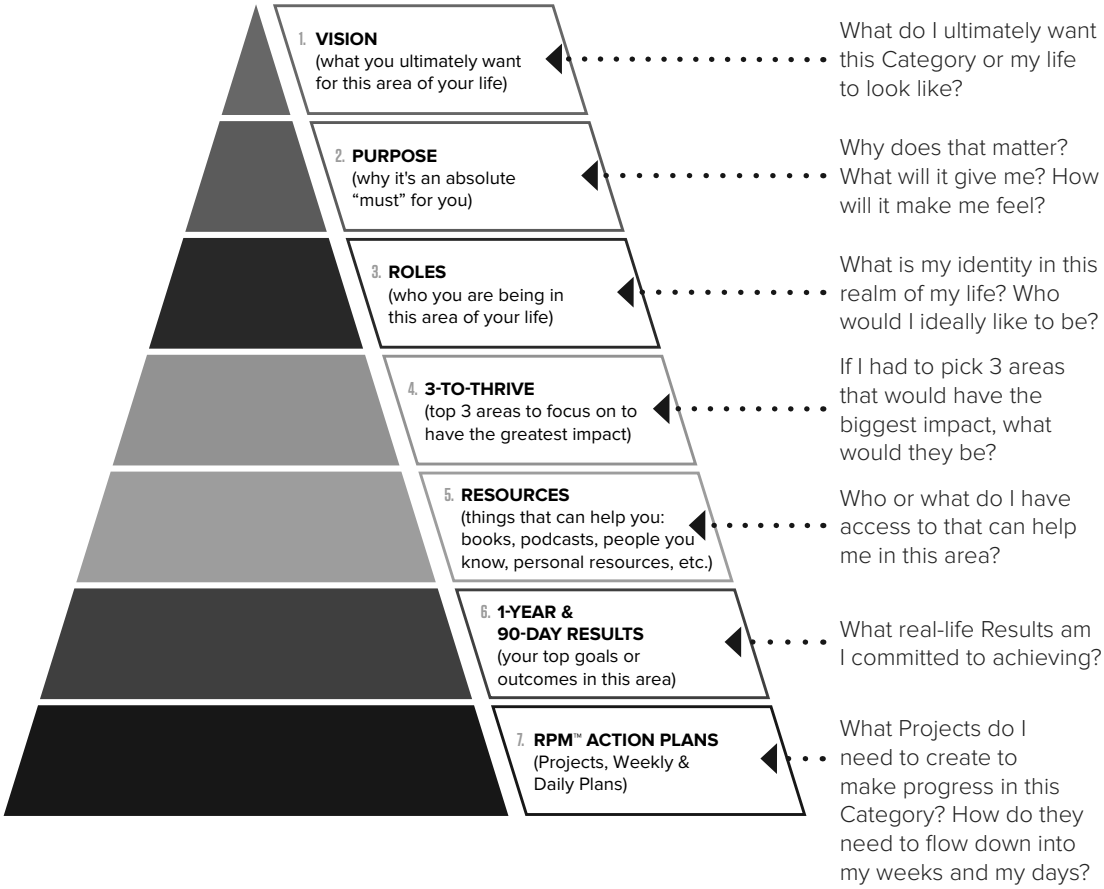
Your Vision for Success: Magnificent 7 for Unstoppable Momentum

Now that you have your Categories of Improvement, exactly *how* do you focus on each one to ensure that it keeps getting better over time? We break it down into what we call the "Magnificent 7 for Unstoppable Momentum."

Like everything else in RPM™, this process starts with a Vision that determines what you ultimately want, then a Purpose identifying why you want it. Those flow down into the Roles you play, 3-to-Thrive (the top 3 areas or activities with the most impact), Resources to help you, and exactly what Results you are committed to creating in this Category in the next year and 90 days, including any Projects associated with it. This is then what informs your RPM plans for every week and every day. The diagram below lays it all out for you. **Follow it from top to bottom for each Category** (the questions will help you) and watch a clear picture and plan emerge! Don't worry if you don't have all the answers at first – start where you are; you'll gain clarity over time.



On the next pages, we've given you examples of a Personal Category and a Professional Category from two different people, where they've each broken down their Magnificent 7 by answering the above questions. Then you'll find pages where you can fill out a couple of your own Categories.

Example: Personal Magnificent 7 for Alicia Benestelli

YOUR MAGNIFICENT 7 FOR UNSTOPPABLE MOMENTUM

PERSONAL CATEGORY OF IMPROVEMENT: *Physical Health and Vitality*

1. **VISION**
What does my ideal, happiest life like look like in this area?

I'm a radiant, confident woman with a sculpted body that looks awesome in my chic wardrobe. I am a shining example of what's possible! I love life and exude joy.

2. **PURPOSE**
Why is this important to me? Why is success in this area of my life an absolute "must"?

To feel and be my personal best! To have energy to fuel my career success! To have more to give to my family. To know I look amazing and be PROUD.

3. **ROLES**
What Roles do I want to fulfill in this area? Who do I want to be for myself and others?

Warrior Goddess! Model of Possibility! Femme Fatale, Statuesque and Sculpted

4. **3-TO-THRIVE**
What are 3 areas I want to focus on within this Category to have the most impact?
Diet – Eat for nutrition AND pleasure
Exercise – Move more and better
Structural support – get in alignment!

5. **RESOURCES**
Who and what do I have access to that can help?
My Tony Robbins coach for accountability
Beach near the house for running, yoga, swimming
Books by Pete Egoscue and other structure experts

6. **1-YEAR / 90-DAY RESULTS**
What are the most important Results I'm committed to achieve now?

1 year: Weigh 120 lbs with 18% body fat, purchase gorgeous new size 6 wardrobe!

90 days: Consistent 5 day/week workouts, do a cleanse

7. **RPM™ ACTION PLANS**
What Projects do I need to create to support me in achieving these Results?
What needs to show up in my Weekly and Daily RPM Plans?

Create workout routine that works for me. Decide eating plan, purchase groceries

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Example: Professional Magnificent 7 for Jim Benson (HR Director)

YOUR MAGNIFICENT 7 FOR UNSTOPPABLE MOMENTUM

PROFESSIONAL CATEGORY OF IMPROVEMENT: *Learning & Development for Our Employees*

1. **VISION**
What does my ideal, happiest life like look like in this area?

Create a world-class company full of passionate, empowered employees who are always learning and growing, who love coming to work and are proud to work here.

2. **PURPOSE**
Why is this important to me? Why is success in this area of my life an absolute "must"?

Because we want to keep our best people! To make them feel valued. To create a positive, inclusive environment everyone wants to be in that our customers feel too.

3. **ROLES**
What Roles do I want to fulfill in this area? Who do I want to be for myself and others?

Curator of Amazing Learning Experiences, Top Training Specialist, Talent Builder, RPM Evangelist!

4. **3-TO-THRIVE**
What are 3 areas I want to focus on within this Category to have the most impact?
1. Trendspotting: what's new in L&D
2. LISTEN to staff – what RESULTS do they want? Why?
3. Technology (for remote & 1-to-many training)

5. **RESOURCES**
Who and what do I have access to that can help?
1. RPM to help everyone get clear on L&D goals
2. Talent Development Magazine and websites
3. New Learning Management System for online training

6. **1-YEAR / 90-DAY RESULTS**
What are the most important Results I'm committed to achieve now?

1 year: Reduce turnover by at least 50%, increase job satisfaction numbers by 75%

90 days: Implement RPM throughout the organization

7. **RPM™ ACTION PLANS**
What Projects do I need to create to support me in achieving these Results?
What needs to show up in my Weekly and Daily RPM Plans?

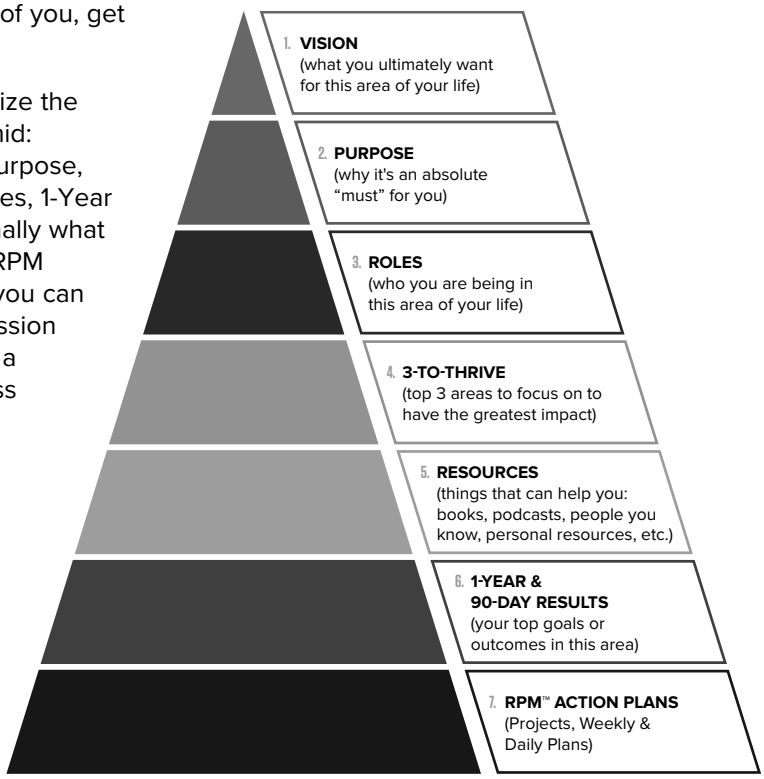
Get RPM Planners and training for everyone! Send out a survey to staffers asking about skills they want to learn or improve

Your Assignment (Should You Choose to Accept it!)

On the following pages there's room to fill out your "Magnificent 7 for Unstoppable Momentum" for one of your Personal Categories of Improvement and one of your Professional ones. You can use the pages in this workbook to get started and then use a journal or notebook if you want to go through this exercise in more detail for more Categories of Improvement.

As you create your "Magnificent 7" for each of your Categories of Improvement, follow these three steps (focusing on one Category at a time):

1. With the Category of Improvement that you're focusing on in front of you, get into a peak state.
2. Close your eyes and visualize the different parts of the pyramid: Ultimate Vision, Ultimate Purpose, Roles, 3-to-Thrive, Resources, 1-Year and 90-Day Results and finally what needs to show up in your RPM Action Plans. (If you want, you can play the audio from this session if you prefer to go through a guided visualization process with music.)
3. Immediately capture the elements of your vision by writing it down. You might like to brainstorm on a separate pad or paper and then transfer the most powerful ideas and words into your "Magnificent 7" chart for that Category on the following pages.



You can do this exercise in one of two ways:

1. If you're the kind of person who likes to just go for it, do it all at once. You'll need a quiet place where you won't be interrupted for about 90 minutes to two hours. It will take you about 15-20 min per Category of Improvement.
2. If you prefer to space things out, you can do your "Magnificent 7" for two or three Categories of Improvement at a time for the next few days.

Ready? Let's go for it!

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YOUR MAGNIFICENT 7 FOR UNSTOPPABLE MOMENTUM

PERSONAL CATEGORY OF IMPROVEMENT: _____

1. **VISION**
   What does my ideal, happiest life like look like in this area?

2. **PURPOSE**
   Why is this important to me? Why is success in this area of my life an absolute "must"?

3. **ROLES**
   What Roles do I want to fulfill in this area? Who do I want to be for myself and others?

4. **3-TO-THRIVE**
   What are 3 areas I want to focus on within this Category to have the most impact?

5. **RESOURCES**
   Who and what do I have access to that can help?

6. **1-YEAR / 90-DAY RESULTS**
   What are the most important Results I'm committed to achieve now?

7. **RPM™ ACTION PLANS**
   What Projects do I need to create to support me in achieving these Results?
   What needs to show up in my Weekly and Daily RPM Plans?

You don't need to do it all at once. Block time each week to work on your Magnificent 7 and soon your plan for your life will be complete!

YOUR MAGNIFICENT 7 FOR UNSTOPPABLE MOMENTUM

PROFESSIONAL CATEGORY OF IMPROVEMENT: _____

1. **VISION**
   What does my ideal, happiest life like look like in this area?

2. **PURPOSE**
   Why is this important to me? Why is success in this area of my life an absolute "must"?

3. **ROLES**
   What Roles do I want to fulfill in this area? Who do I want to be for myself and others?

4. **3-TO-THRIVE**
   What are 3 areas I want to focus on within this Category to have the most impact?

5. **RESOURCES**
   Who and what do I have access to that can help?

6. **1-YEAR / 90-DAY RESULTS**
   What are the most important Results I'm committed to achieve now?

7. **RPM™ ACTION PLANS**
   What Projects do I need to create to support me in achieving these Results?
   What needs to show up in my Weekly and Daily RPM Plans?

Make it fun! Add color, stickers, pictures, quotes – whatever you think of – to keep you inspired to want to spend time in this Category of Improvement.

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Keep Your Vision in Front of You

Congratulations for identifying what's really important to you and the areas you are committed to improving! You've done more than most people will ever do to examine and improve their lives. Most people have no idea what they really want or why!

But you're not done yet.

For some reason, we tend to forget and neglect even the things we say and know are the most important things in our lives. Have you noticed that? The things that should be first priority end up last on our list, if they make the list at all! That's why even when you know what you want, you can go through life totally frustrated and unfulfilled.

What will ensure that a psychology of fulfillment becomes habitual for you is making sure that the critical components of your life are constantly in front of you. After you create a compelling vision for your life, you want to check in with it often, at LEAST weekly, to remind you of what you envisioned and keep you inspired. (Not once a year at New Year's like so many others!)

Your vision for your life deserves a proper home that you'll want to visit often!

In fact, if you have the **RPM™ Vision Planner**, you will notice that there is a section called "Categories of Improvement." It's broken down for you into the two Areas of Management of your life: Personal and Professional. In each of these, there's room for up to 12 Categories where you can create your "Magnificent 7 for Unstoppable Momentum" for each one. It's the perfect place for you to craft and keep your Ultimate Vision, review it to stay on track and add to it as you learn and grow.

The RPM Vision Planner is part of the Rapid Planning Method®, a complete three-journal system for envisioning the life you want and then making that vision a reality. Everything you're learning in Time of Your Life is completely supported by this system; in fact, every component was designed with this program in mind.

To find out more or to order the RPM System go to: tonyrobbins.com/rpm

1-800-519-3510 or 1-858-535-6290

NOTES

"Your imagination is ten times more potent than your willpower. Unleashed, it provides a sense of certainty and tenacious vision that goes far beyond any limitation of the past."

– Tony Robbins

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Let's recap where we've been so far. It's a lot! By the end of this session, you'll have a new tool to let you make many things into a few that you can manage. You will love it!

Remember, in order to turn your dreams into reality, you have to do more than just dream – you need a structure – a system to make it happen.

There is a subtle but significant difference between a goal and an outcome or Result. A goal is really just an idea with a deadline. How it becomes a Result in the real world is when you actually begin to develop a plan and strategy for how you are going to achieve it. This is what RPM™ is all about.

An RPM plan is one in which you have a clear Result, a compelling Purpose to drive you and a Massive Action Plan that's flexible, giving you unlimited choices about how to achieve your outcome. As you'll see, these three elements together are way more powerful than the sum of their parts!

This session is about teaching you the fundamentals of creating an RPM plan and specifically identifying the fundamentals upon which the system is based. At the same time, RPM is more than a way of planning or managing time. It's a unique system of *thinking* that will lead you toward the Results you want.

RPM stands for...

Rapid Planning Method®

Results-Focused, Purpose-Driven, Massive Action Plan

RPM = Revolutions Per Minute (how fast your car is)

Real-World Potential Made visible

Raw Power in Motion

Ritual for Passion & Motivation

Recharge, Prepare & MOVE

Realign Perspective to what Matters

Review

RPM™ is based on three questions or three sets of questions, asked in this order:

1. **Result:** The first question to ask when planning anything is, "What Result am I committed to achieve?" As you do this, be as specific as possible. Clarity is power. As you formulate your Result, you will probably refine it a few times as that target you're after comes into clearer focus.

2. **Purpose:** The second set of questions to ask yourself is. "What is my Purpose? *Why* do I want to do this? What will it give me? How will that make me feel?" Your Purpose is all about emotion. It will create the drive and meaning that will help you to follow through.

   The famous philosopher Friedrich Nietzsche said the person who "has a 'why' to live for can bear almost any 'how.'" The secret here is to use words that move and inspire you. Don't use complicated, professional language like, "To facilitate change in the organizational structure…" when it will give you more meaning and a stronger feeling to simply say, "To change lives, make a difference and have fun!"

3. **Massive Action Plan:** Once you have a clear outcome (Result) and a compelling Purpose, ask yourself the third set of questions of RPM, "What specific actions do I need to take to achieve this result? What's my Massive Action Plan?"

   Remember, while we're calling it a Massive Action Plan, this set of actions is all about giving you a menu of choices, not a list of "have-tos." You don't always need to complete all your action items to achieve your outcome – and that's *great!* When you know your outcome and purpose, you may find that it actually takes a lot fewer actions to get the Result you're really after, and that only a few are "musts." Thinking this way, you will often come up with a better, smarter set of actions than if you had just made a random "to-do" list.

Pro Planning Tips

- **Don't skip your Purpose!** Fast movers and achievers sometimes want to blow past the "P" of RPM because once they have a Result in mind, they want to skip right to the Massive Action Plan to get it done. But when you *don't* take the time to connect to *why* it's important to you to achieve the Result you want, you lose the emotional drive you need to follow through once the initial enthusiasm fades or distractions crop up. This not only creates more stress (and often leads to quitting before you get your Result), but it also robs you every day of the joy, excitement and fulfillment you deserve as you're going for it. So make sure that each and every time you commit to a Result you want, you immediately identify and capture the reasons why you must achieve it so that you can't NOT take action on your plan.

- RPM isn't just about making you a more efficient and effective manager of your time (though it certainly will do that). **It's about training you to live a Results-Focused life.** This is such a simple shift but it has so many rewards, and those rewards are immediate and life-altering. In fact, if the only thing you did as a result of this entire program was to change your main question around planning from "What do I need to do?" to "What Result am I committed to achieve?" you'll completely transform the quality of your work or career, your relationships, your body – everything in your life!

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The Power of Chunking

In order to succeed at anything and not be stressed, you have to be able to take a whole variety of action items and group them together so that they help you accomplish a common outcome. We have the ability in our minds to take any experience in life and pull it apart into a million pieces or tie it all together into one piece. For example, if you take on a project and try to do the whole thing all at once (eat the whole whale in one bite), you're going to be a bit overwhelmed! Similarly, if you take a task and make it into too many small steps, it's equally daunting, overwhelming and frustrating.

Most people are only able to focus on a limited number of things at one time. When most people are learning, they tend to remember things that are grouped into threes. We tend to remember one, two, three, many!

In other words, most people tend to get overwhelmed after three different pieces, or chunks, of information. In fact, the process of getting good at something is learning to take a whole bunch of tasks and turn them into only one or two chunks of your focus. The same is true when learning RPM™.

Definition

Chunking

Grouping together information into ideally-sized pieces so they can be used effectively to produce the results you want.

Chunking is the process of turning more into less!

How Chunking in RPM™ Turns a Load of Random Items into a Few Actionable Pieces

Look at the following example of a person's "to-do" list for their day.

Go running
Pick up dry cleaning
Board meeting
Take dog to vet
Update CEO
Buy running shoes
Call wife
Lift weights
Call daughter
Schedule massage
Meet with marketing director
Prepare for stockholders meeting

Do any of these actions relate to a similar Result?

As you can see below, four of the items in this example, relate to a single Result (in this example, they relate to improving strength and endurance).

- **Go running**
- Pick up dry cleaning
- Board meeting
- Take dog to vet
- Update CEO
- **Buy running shoes**
- Call wife
- **Lift weights**
- Call daughter
- **Schedule massage**
- Meet with marketing director
- Prepare for stockholders meeting

So in this example, the four actions in the "Capture" list help to form a simple RPM™ Plan with a single Result, a compelling Purpose and a flexible Massive Action Plan that uses the Capture items as actions. This person could also now add more actions or substitute even better ones if they got new ideas on how to get the Result.

L	D	P	MASSIVE ACTION PLAN *How can I best achieve it now?*	RESULT *What do I want?*	PURPOSE *Why do I want it?*
LEVERAGE	DURATION	PRIORITY	Go running	Make major progress on my physical body!	To renew the energy within me; to develop a sense of inner strength like never before; to have fun! POWERHOUSE
			Buy running shoes		
			Lift weights		
			Schedule massage		

The power of RPM is that a list of 12 action items can be grouped (or chunked) together into only a few Results. This one is around the person's physical body; looking at their original list, they could chunk the other items into Results having to do with their career or their family.

When you create a 3-part RPM™ plan like the one above, you'll draw a circle around the Result, and then a box around the whole thing. We call this an **RPM Block.**

The set up of an RPM Block (with the Result in the middle as your target, the Purpose to the right so you can immediately associate to it and your Massive Action Plan on the left so you can use it like a check list) makes it a "visual chunking device." Chunking your RPM Blocks this way gives you a quick visual snapshot that helps you associate to and remember what's truly most important in your plan.

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RPM™ Blocks and How They Help You Chunk – and Get Results

In an RPM Daily Plan, you might have 3-5 RPM Blocks, each dedicated to a different Result. What's amazing about this is, while you may have started out with dozens of action items to deal with, you'll only have 3-5 visual pieces to manage. This does a few things:

1. It reduces stress by organizing a plethora of actions into a manageable number you can easily see.
2. It relates each of your actions to a Result and a Purpose so you always know the real reasons you're doing things and you can see where you are in your plan at all times.
3. It gives a place for everything in your life to "live" where you can see how it relates to the whole.
4. It lets you focus on one Result at a time and block out stress and distractions as you make progress faster.
5. It makes it easier to move your entire plan as a unit – with its Result, Purpose and Massive Action Plan – in case your schedule changes. You won't "lose" the smart work you've done so far.
6. When you get more advanced, your RPM even gives you a place to note the priority of each action item, who you might leverage that item to and how much time you expect it to take. All of this info fits neatly into an RPM block. This gives you one place to look to see everything you need to know about going for that Result. (You'll learn more about Priority, Leverage and Duration later in this session.)
7. An RPM Block is so complete, yet so simple, that you could hand it to someone else and they could know all they need to know about how to support you in getting your Result, including why it matters to you.
8. Once you know how to create an RPM Block, you'll have the essential building block of creating your RPM Weekly Plan and RPM Project Plans too. These both typically contain more RPM Blocks than your Daily Plan, but the principle is the same. In every case, the Result is what counts, and you can chunk all your actions, ideas and even what you used to think of as errands into Results that have meaning in your life.

The RPM Block is the basic unit of how to build a life of fulfillment and achievement. And because it's a visual chunking device, you maintain your bird's-eye view (and your sanity too!).

Use Chunking to Reduce Overwhelm in ANY Area of Your Life

Chunking helps you make sense out of chaos. Take a moment and give yourself the following test. Look at the group of letters below for just five seconds and then cover them up and write down as many as you can remember on a piece of paper.

QELBEUUARUQ

How did you do? If you were successful, you probably chunked it into three pieces. For example: QELB EUUA RUQ.

Or, depending on your background and experience, you might be able to chunk it this way:

ALBUQUERQUE

Wouldn't it be easier to remember the 11 letters on the previous page in three chunks, or better yet, in one? That's the power of chunking.

The Difference Between a Random Action and a Result

Here's what most people do when they set a goal.

One spring morning, Elvis wakes up, takes a good look at himself in the mirror and shudders in disgust.

He just can't bear carrying around those twenty extra pounds he's gained in the last few years (and subsequent love handles).

That morning he decides to solve his problems by adding "going for a 10-mile run" to his "to-do" list. By the end of the run, he's exhausted, his lungs hurt, he's sweating like a pig and his heart feels like it's going to pop right out of his chest.

The next morning his muscles are so sore, he can barely move and he has a big, fat, ugly blister on his big toe.

To console himself, he goes to Denny's for a Grand Slam breakfast and decides that exercise is simply not for him.

The problem is that Elvis focused only on the action item of going for a run, instead of deciding what he really wanted and establishing a clear Result that he was committed to achieve. His outcome wasn't to run 10 miles. His outcome was to lose 20 lbs and keep it off forever.

This happens to all of us! So often we forget what our real outcome is, and we start writing out a "to-do" list to make things happen. There are many ways Elvis could have achieved his outcome or Result, if he took just a few moments to clarify what he really wanted.

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If Elvis was using RPM™, he could have created an RPM Block that gave him plenty of options to get the Result he was really after.

L	D	P	MASSIVE ACTION PLAN *How can I best achieve it now?*	RESULT *What do I want?*	PURPOSE *Why do I want it?*
	90m	2*	Consult a nutritionist to set up a menu	To lose 20 lbs	To feel great about myself.
	1h	1*	Clear out my kitchen – get rid of junk food	& enjoy the process	To feel control over my life.
	1h	3*	Go shopping for healthy foods	of reaching – and	To increase my strength &
LP	2h	4	Hire a cook	maintaining – my	vitality. To raise my
	45m	5*	Join a gym with a great social scene	ideal weight.	self-esteem & feel sexy!
	30m	6	Hire a trainer to develop workouts	By Jan 8th	STUD-MUFFIN!
Total Time: 6h 45m Total Must Time: 4h 15m					

Preview

We'll cover more of the finer details related to completing an RPM Block in the next session. If you want a sneak peek, here are the tools Elvis used to finalize his RPM Block above.

Elvis used **The 3 Questions of RPM to** create the core elements of his RPM Block:

1. What's the Result that I'm committed to achieve? What do I really want?
2. What's my Purpose? Why do I really want to do this? Why is it an absolute "must"?
3. What's my Massive Action Plan? What actions can I take to achieve this Result?

Then, Elvis used these **5 Quick Tips** to complete his plan:

1. **Prioritize:** Number each action item based on priority in the column labeled "P" (for Priority). Some people do this based on importance while others prioritize based on the order in which the actions need to be completed. Use whatever method works for you.
2. **Asterisk the Musts (*):** Put an asterisk next to the most important action items – the ones that are the most critical to achieving your overall Result. (Remember the 80/20 rule: 80% of the value often comes from 20% of the actions. You may NOT need to do all your actions to get your Result!)
3. **Duration**: Estimate how long you think each action item might take and enter the duration in the column labeled "D." Then add up the Total Time to complete the entire RPM block as well as the Total Must Time (the time it would take you if you only completed the action items that you asterisked as "musts"). This helps you stay "real" about your time.
4. **Leverage:** Could anyone else complete any of the action items for you or with your help? Write their initials next to the action item they can help with in your Massive Action Plan in the column labeled "L." This is somewhat optional (you won't be able to get help for every action item, and you may not need it, but the more you can Leverage, the better)!
5. **Circle Your Result and Draw a Box Around Your RPM Plan:** This final step is a must and will help you visually organize this RPM block on the page. (Remember: RPM is a visual chunking system.)

We'll go over these steps and tips again when we build your RPM blocks and create your plan.

Your Assignment

1. Jot down an event in your life where you had a clear result and purpose. Specifically, choose a time when you came up with an initial plan and even though that plan didn't work, you still got the outcome or the Result you were after anyway because you were so clear about what you really wanted.

2. Now think about an event in your life where you had *unclear* outcomes and an *unclear* purpose. Did you get frustrated and miss out on something in the end? Did you even get any useful outcome? Can you see the importance of having a clear outcome?

3. Think of something you fail to do on a regular basis. What's an area of your life in which you don't seem to be able to motivate yourself to follow through (because you either make the task seem too big and overwhelming or you break it down into a million pieces that make it seem as though the job could never get done)? Take a moment and jot down an example of this.

4. Is there something you find easy to do that other people find difficult? For instance, exercise or paperwork may come naturally to you (when for someone else they feel impossible). Think of something that seems to come easy to you because you think of it as only one or two steps.

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DAY 6 – THE 5 MASTER STEPS OF RPM™ PLANNING

So until now we've been talking theory, the philosophy of RPM and why it's such a powerful way of thinking. Now, over the next three sessions, we're going to shift to the mechanics – how to *apply* these principles to create your very own plan and achieve your Results!

Every RPM plan – whether it's for a week, a day or a Project – uses the same 5 Master Steps of RPM Planning. This is a proven methodology that works when you are planning anything, from a meeting, to a party, to a new product or business, to how to run a household. It guarantees that nothing "drops out" along the way and keeps you on track to get your Result.

The 5 Master Steps of RPM™ Planning

STEP 1 – CAPTURE

This is where you first brain-dump all your ideas, wants, needs, tasks, calls and other communications down on paper. When you've completed your Capture list, you'll review your list and start to chunk similar items into specific Results that they relate to. When you're done, you'll discover that a long list of items in your Capture list turns into just a few, meaningful Results.

STEP 2 – CREATE YOUR RPM™ PLAN

This is where you ask the 3 RPM questions:

1. What Result am I after? What do I really want?
2. What's my Purpose? Why do I want it?
3. What's my Massive Action Plan? What actions must I take to achieve it?

Your answers will help you create RPM Blocks for your day, week or Project.

STEP 3 – COMMIT TO BLOCK TIME & RESOLVE YOUR "MUSTS"

This is where you dedicate chunks of time when you will work on your most important Results. Decide what are your "musts" for this day or this week, what you will make happen no matter what surprises or interruptions crop up (and you know they will)! Note: you're not committing to specific action items. You're saying, "I'm going to spend 90 minutes working on this Result." When the time comes, you get to decide the best use of that time and which of your action items can get you the most impact.

STEP 4 – SCHEDULE IT! IMAGINE & ANTICIPATE THE RESULTS

When it's scheduled it's REAL! You've committed to spending time on your Must Results; now you give it a specific time on your calendar and daily plan that does not conflict with unmovable fixed appointments. Don't let other people's priorities or low-value tasks encroach on your Block Time! Imagine what might try to steal your time and handle those things in advance. If necessary, you can move your Block Time, but it does NOT go away. It gets another place on your schedule.

STEP 5 – COMPLETE, MEASURE & CELEBRATE

Here's where you reflect on your day, week or Project, acknowledge your achievements and savor the magic moments you experienced. You also note what didn't happen and how you might improve so these ideas can move over into your next RPM Plan.

A Day in the Life of a Soccer Mom

To walk through The 5 Master Steps of RPM™ Planning, let's first look at the example of a day in the life of a soccer mom. This amazing woman was at one of our live events and the work we did with her on her RPM plan captivated the audience. It was such a great example of how RPM works to add fulfillment and meaning to life while accomplishing everything that matters, we've included it our training ever since!

STEP 1 – CAPTURE

The first step in the process is quickly capturing your ideas, phone calls and communications. In this step you're simply getting the ideas out of your head and onto paper quickly. This is not your actual plan!

In this example, our soccer mom asked the question, "What's everything I can think of that I have to do today?" Then, she just started brainstorming all the things that she had to do. At this stage, it was just about getting everything out of her head and recording it on paper (or digitally).

Pay the bills
Make breakfast
Prepare dinner
Get the kids dressed
Do the laundry
Drop my daughter off at flute lessons
Drop my son off at soccer practice
Drop the kids off at school
Pick the kids up from practice

The second half of this step is to begin chunking. This requires that you group together action items that have a natural relationship.

When the soccer mom looked at her Capture list, she noticed that there was a clear a relationship between getting the kids dressed, dropping them off at school, etc. She noticed that there was clearly another relationship between making breakfast, preparing dinner, paying the bills, etc.

To begin the process of chunking her list and grouping together random actions into a related Result, she organized her list into two main outcomes or Results:

Result 1: Things related to her kids	Result 2: Things related to managing her house
Get the kids dressed *Drop my daughter off at flute lessons after school* *Drop my son off at soccer practice* *Drop the kids off at school* *Pick the kids up from practice after school*	*Pay the bills* *Make breakfast* *Prepare dinner* *Do the laundry*

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STEP 2 – CREATE YOUR RPM PLAN

Step 2 in Creating Your RPM Plan is the critical step in taking you from making "to-do" lists to creating a real Results-based plan. This step requires that you answer the 3 Questions of RPM to create RPM Blocks for every Result in your plan.

Here are the questions Tony asked the soccer mom so that she could create her first RPM Block in her RPM Daily Plan.

1. What's the most important **Result** or outcome that you must achieve in order for this day to be both successful and fulfilling? What's the most important Result or outcome you want to have happen out of today? What are you really committed to achieving?
2. Why do you want to do this? What's your real **Purpose**? How will it make you feel to achieve your Result? What will it give you? What will it give your family?
3. What specific actions can you take in order to achieve your Result? What are the elements of your **Massive Action Plan** – both things you already captured as well as any new ideas that you come up with – that will help you achieve your Result?

By asking these three questions, in order, the soccer mom came up with her first RPM Block for her day:

L	D	P	MASSIVE ACTION PLAN ***How*** *can I best achieve it now?*	RESULT ***What*** *do I want?*	PURPOSE ***Why*** *do I want it?*
LEVERAGE	DURATION	PRIORITY	Help the kids get dressed	Connect with my kids at the deepest level, to have fun with them and really affect their values!	This is what I'm made for!
			Connect with kids while driving to school		This is what being a mom is all about. They deserve my attention. I love laughing with them & being with them!
			Take my son to soccer practice		
			Take my daughter to flute lessons		
			Pick up the kids from practice		
			Meet with my kids & organize chores		SUPER MOM!
			Brainstorm stories to talk with kids about		

As Tony reminded the soccer mom, you are not your list. Your list is not your day. If your day is just filled up with a bunch of lists, you'll have no life and wonder why you feel unfulfilled.

When the soccer mom really stopped for a moment to think about what she really wanted, it was no longer about a bunch of chores; it was about connecting with her kids and affecting their values. Without tying these action items to a unified Result and a compelling Purpose, even if she had "succeeded" and gotten most of her list done, she'd have "failed" to create the connection with her kids that really mattered!

The moment she created her RPM plan, she saw that nothing else that got done or didn't would really matter because she was fulfilling one of her most important roles as a mom.

After the soccer mom created her first RPM™ Block, there were still items on her Capture list that weren't yet connected to a Result.

To continue the process of creating her RPM Blocks for her day (Step 2 – Create Your RPM Plan), Tony had her look at the remaining items on her Capture list and again he asked her the 3 Questions of RPM:

1. What's the next most important **Result** or outcome that you must achieve in order for this day to be successful and fulfilling? What's another Result that some of the items on your Capture list relate to? What's another Result you're committed to achieve today?

2. Why do you want to do this? What's your real **Purpose**? How will it make you feel to achieve this Result? What will it give you or your family?

3. What specific actions can you take in order to achieve this Result? What are the elements of your **Massive Action Plan** – both things you already captured as well as any new ideas that you might come up with – that could help you achieve your Result?

As the soccer mom answered these questions, she came up with the 2nd RPM Block for her plan for her day.

L	D	P	MASSIVE ACTION PLAN ***How*** *can I best achieve it now?*	RESULT ***What*** *do I want?*	PURPOSE ***Why*** *do I want it?*
LEVERAGE	DURATION	PRIORITY	Make breakfast	Create & maintain a magnificent environment that supports me & my family in feeling really nurtured & loved.	We deserve it!
			Do laundry		Cleanliness is next to Godliness!
			Fold the clothes		Clutter makes me crazy!
			Go to the store to grocery shop		Order makes me happy!
			Pay the bills		QUEEN OF THE KINGDOM!
			Make dinner		HOUSE MASTER!
			Do the dishes		
			Make the beds		
			Vacuum the living room		

After the soccer mom created her 2nd RPM Block, you might notice that all of the items from her Capture list are now included in one of the two RPM Blocks she created so far.

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While she could have finished planning her day at this stage, Tony asked her a final set of questions:

1. What else is really important for your day? You have time for your kids and time to support your home environment. Is there another Result or outcome that would be valuable for your day? Maybe something around your relationship with your husband? Or taking care of you? What's another **Result** that you want to achieve for this day to be successful and fulfilling?

2. Why is this Result important to you? What are the reasons why you're committed to achieve this new Result on your daily plan? What's your **Purpose**?

3. What set of actions could you create as part of your **Massive Action Plan** to make sure you achieve this Result?

By going through this process, the soccer mom added two new RPM Blocks to her daily plan:

L	D	P	MASSIVE ACTION PLAN *How can I best achieve it now?*	RESULT *What do I want?*	PURPOSE *Why do I want it?*
LEVERAGE	DURATION	PRIORITY	Talk with my kids to enlist their support	To give to myself and connect with my Creator at the deepest level	I deserve it! To remember that I'm truly guided. Unless I give to myself, I have nothing to give to others. MY OWN BEST FRIEND!
			Stop and pray that I'll truly be guided today		
			Visit the elderly hospice for an hour		
			Schedule a massage for this afternoon		
			Spend 30 min reading my novel		
			Get a massage!		
			Stop & think about how much he means to me	To connect with my soulmate John and find specific ways to make him feel special	He deserves my unconditional love! To keep our marriage passionate! To create a sense of surprise & excitement! ULTIMATE SOULMATE!
			Connect with & tell him why I love him.		
			Write a note & hide in his briefcase		
			Cook his favorite chicken dish for dinner		
			Run a hot bubble bath for him (us!)		

You might be concerned that the soccer mom added things to her list. Yet, how important are these two additional RPM Blocks to her overall happiness and fulfillment? Have you ever noticed that the most important things in life rarely show up when you're running around trying to get a "to-do" list done? Notice that her entire day now been chunked into only four Results or outcomes. And many of her highest-impact action items (Connect with her husband and say why she loves him, saying a prayer for guidance) take almost no time at all.

Here is summary of the soccer mom's day.

L	D	P	MASSIVE ACTION PLAN *How can I best achieve it now?*	RESULT *What do I want?*	PURPOSE *Why do I want it?*
LEVERAGE	DURATION	PRIORITY	Help the kids get dressed	Connect with my kids at the deepest level, to have fun with them and really affect their values!	This is what I'm made for!
			Connect with kids while driving to school		This is what being a mom is all about. They deserve my attention. I love laughing with them & being with them! SUPER MOM!
			Take my son to soccer practice		
			Take my daughter to flute lessons		
			Pick up the kids from practice		
			Meet with my kids & organize chores		
			Brainstorm stories to talk with kids about		
			Make breakfast	Create & maintain a magnificent environment that supports me & my family in feeling really nurtured & loved.	We deserve it! Cleanliness is next to Godliness! Clutter makes me crazy! Order makes me happy! QUEEN OF THE KINGDOM! HOUSE MASTER!
			Do laundry		
			Fold the clothes		
			Go to the store to grocery shop		
			Pay the bills		
			Make dinner		
			Do the dishes		
			Make the beds		
			Vacuum the living room		
			Talk with my kids to enlist their support	To give to myself and connect with my Creator at the deepest level	I deserve it! To remember that I'm truly guided. Unless I give to myself, I have nothing to give to others. MY OWN BEST FRIEND!
			Stop and pray that I'll truly be guided today		
			Visit the elderly hospice for an hour		
			Schedule a massage for this afternoon		
			Spend 30 min reading my novel		
			Get a massage!		
			Stop & think about how much he means to me	To connect with my soulmate John and find specific ways to make him feel special	He deserves my unconditional love! To keep our marriage passionate! To create a sense of surprise & excitement! ULTIMATE SOULMATE!
			Connect with & tell him why I love him.		
			Write a note & hide in his briefcase		
			Cook his favorite chicken dish for dinner		
			Run a hot bubble bath for him (us!)		

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5 Quick Tips to Complete Your RPM Blocks

Once you've designed the Result, Purpose and Massive Action Plan for your RPM Blocks, use these 5 quick tips to complete your plan and make it even more effective.

1. **Prioritize:** Give each action item a priority by numbering it (e.g. 1, 2, 3, etc.). You can either number your action items based on the sequence you want to complete them in or by their level of importance. Just be sure to use every number only once. If you have more than one action item with the same priority, it can get confusing about what you need to do first. Keep it simple by giving yourself as few things to think about as possible when you're executing your plan!

2. **Asterisk the "Must" Actions:** 20% usually makes 80% of the difference in terms of achieving your Result. Most often, you don't need to complete all of the action items you recorded in your Massive Action Plan. Therefore, place an asterisk next to each of the action items that are "musts" for you to complete. These are the items that will give you the most significant progress toward the completion of your Result.

3. **Establish the Duration:**

   - Estimate the amount of time you think it will take to complete each action in your Massive Action Plan.
   - Then, add up the Total Time it will take if you were to complete every action in the entire RPM Block.
   - Finally, add up the total time it would take to complete only the "must" items (the actions you put asterisks next to). This is your Total Must Time.

   For example, you may estimate that it would take 7 hours to complete your entire RPM Block, but if you just focused on your "must" actions, it might only take you 2½ hours to achieve your Result. This distinction helps you focus on the most important actions – your "must" actions – so you can achieve your Result in the shortest period of time.

4. **Leverage:** Ask yourself, "How can I leverage this Result? What other resources do I have available to help me get this Result (i.e. assistant, outsourcing, trades, technology, etc.)?" Some of the actions in your RPM Block can likely be completed without your direct time and brainpower. Who or what could assist you?

5. **Draw a Box Around Your RPM Block and Circle the Result:** Draw a box around your entire RPM Block (just like the soccer mom did on the previous pages). When you draw the box, put it to the left of the Priority column but to the right of the Duration column. This helps you contain the actions and their priority inside the box, but keep the estimated times (Duration) and Leverage outside the box. The reason for this is so that your core plan – your Result, Your Purpose and the Massive Action Plan (prioritized with "musts") – is visually clear. In addition, be sure to skip a line or two after you list your last action item so that there's room to add a couple of actions if you think of anything as you're working on your plan. Finally, make sure you circle the Result because it's the target you're after!

Here's how the soccer mom completed her RPM™ Blocks using the 5 Quick Tips.

L	D	P	MASSIVE ACTION PLAN *How can I best achieve it now?*	RESULT *What do I want?*	PURPOSE *Why do I want it?*
	15m	7	Help the kids get dressed		This is what I'm made for!
	30m	2*	Connect with kids while driving to school	3 – Connect with my	This is what being a mom
	15m	3*	Take my son to soccer practice	kids at the deepest	is all about. They deserve
	15m	4*	Take my daughter to flute lessons	level, to have fun	my attention. I love laughing
VD	15m	5	Pick up the kids from practice	with them and really	with them & being with them!
	20m	7	Meet with my kids & organize chores	affect their values!	SUPER MOM!
	10m	1*	Brainstorm stories to talk with kids about		
Total Time: 2h 2m Total Must Time: 1h 10m					
	15m	1*	Make breakfast		We deserve it!
	1h	5	Do laundry	4 – Create & maintain	Cleanliness is next
Kids	15m	7	Fold the clothes	a magnificent	to Godliness!
	45m	2*	Go to the store to grocery shop	environment that	Clutter makes me crazy!
	30m	3	Pay the bills	supports me & my	Order makes me happy!
	45m	4*	Make dinner	family in feeling	QUEEN OF THE KINGDOM!
Kids	10m	6	Do the dishes	really nurtured	HOUSE MASTER!
Kids	10m	8	Make the beds	& loved.	
Kids	10m	9	Vacuum the living room		
Total Time: 4h Total Must Time: 1h 45m					
	5m	2	Talk with my kids to enlist their support		I deserve it! To remember
	5m	1*	Stop and pray that I'll truly be guided today	1 – To give to myself	that I'm truly guided.
	1h	3	Visit the elderly hospice for an hour	and connect	Unless I give to myself,
	10m	4	Schedule a massage for this afternoon	with my	I have nothing to give
	30m	5*	Spend 30 min reading my novel	Creator at the	to others.
	1h	6	Get a massage!	deepest level	MY OWN BEST FRIEND!
Total Time: 2h 50m Total Must Time: 35m					
	5m	1*	Stop & think about how much he means to me		He deserves my
	10m	2*	Connect with & tell him why I love him.	2 – To connect with	unconditional love!
	10m	3	Write a note & hide in his briefcase	my soulmate John	To keep our marriage
	45m	5	Cook his favorite chicken dish for dinner	and find specific	passionate! To create
	1h	4	Run a hot bubble bath for him (us!)	ways to make him	a sense of surprise
				feel special	& excitement!
					ULTIMATE SOULMATE!
Total Time: 2h 10m Total Must Time: 15m					

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STEP 3 – COMMIT TO BLOCK TIME & RESOLVE YOUR "MUSTS"

No plan will be worthwhile unless you bring this emotion to the plan that will make it happen: commitment.

Remember, 80% of your success with RPM is your mindset. Train yourself to think about your Results and resolve that it's a "must" to do whatever it takes to achieve them.

The other 20% of your success with RPM comes down to the mechanics.

In Step 3, you must commit to blocks of time when you will work on your specific Results. This is when you'll tackle your RPM Blocks, making sure there are no distractions or outside demands that can interrupt you.

In RPM, this is called "Block Time."

The soccer mom committed her Block Time on her daily plan (to the right) by putting boxes around the chunks of time she set aside to make progress on her Results.

Notice how she put a box around her Block Time elements and recorded which Results she'd work on during those time.

For example, between 7am – 8:30am she focused on the Result of "connecting with her kids." Note she did NOT put "drive the kids to school" here because her ultimate Result is that connection.

6:00	Sleep
6:30	
7:00	Result 3 – Connect with Kids
7:30	Make breakfast
8:00	Help them get dressed
8:30	Drive them to school
9:00	Call mom – birthday
9:30	Result 1 – Give to Myself
10:00	Schedule massage
10:30	Visit hospice
11:00	
11:30	Meet Shelly for lunch
NOON	
12:30	Massage
1:00	
1:30	Result 4 – Create Home Environment
2:00	Grocery shop
2:30	Prep dinner
3:00	Pay bills
3:30	Result 3 – Connect with Kids
4:00	Take son to soccer
4:30	Take daughter to flute
5:00	Pick kids up
5:30	Result 4 – Create Home Environment
6:00	Make dinner
6:30	Do dishes
7:00	Clean up
7:30	
8:00	
8:30	Result 2 – Connect with my soulmate, John
9:00	Run bubble bath! ☺
9:30	Sleep
10:00	

STEP 4 – SCHEDULE IT! IMAGINE & ANTICIPATE THE RESULTS

To make her schedule work for the day, the soccer mom made sure that she committed her Block Time around other appointments that needed to happen at a specific time.

In doing so, she made sure that items that must take place at a specific time (i.e. meetings, appointments, etc.) were locked into her schedule.

Then, she was able to make sure her Block Time focus was scheduled around these fixed appointments.

In Step 4 – Schedule It! you'll do the same: Enter your appointments that must happen at a specific time in your calendar. Then, enter your Block Time to make sure you have chunks of time scheduled to work on your most important Results.

STEP 5 – COMPLETE, MEASURE & CELEBRATE

Step five is called C-M-C: Complete what it is you're going after to get your result, Measure whether you're on track or not and then Celebrate your results – your victories, your magic moments, your accomplishments.

Here are the specific steps you will take at the end of each day (week / project):

1. **Go through each of your RPM™ blocks.** For each action item in every RPM block:
   - cross it off if it's complete (use an ✘ to indicate it's done)
   - put a check mark ✔ if it's in progress
   - put an arrow ➜ if the item needs to be carried over to the next day
   - If the item didn't need to be done at all for you to achieve your outcome, simply color in the box ■

KEY FOR MARKING ACTIONS IN YOUR RPM BLOCKS

✘	Done	✔	In progress
○	Leveraged	➜	Carried over to new capture form
■	Didn't need to be done to achieve outcome!		

L	D	P	MASSIVE ACTION PLAN *How can I best achieve it now?*	RESULT *What do I want?*	PURPOSE *Why do I want it?*
	15m	7	✘ Help the kids get dressed		This is what I'm made for!
	30m	2*	✘ Connect with kids while driving to school	3 – Connect with my	This is what being a mom
	15m	3*	✘ Take my son to soccer practice	kids at the deepest	is all about. They deserve
	15m	4*	✘ Take my daughter to flute lessons	level, to have fun	my attention. I love laughing
VD	15m	5	○ Pick up the kids from practice	with them and really	with them & being with them!
	20m	7	➜ Meet with my kids & organize chores	affect their values!	SUPER MOM!
	10m	1*	■ Brainstorm stories to talk with kids about		

2. **At the end of every day, take a moment to capture everything that you've achieved**. Also, think about any of the special moments – or what we call "magic moments" that you want to write down. (We recommend using a journal like the RPM Success Journal to record your thoughts.)

   This process is vitally important to your planning for two reasons: First, you can't manage what you don't measure. By checking in on a daily basis, you'll know where you are on track and where you're not so that you can correct your course a lot more quickly.

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In addition, you must savor and keep score of your wins. So often people walk through their lives not realizing just how much they are accomplishing, giving, experiencing – how much is really great in their lives if they just take a moment to stop and appreciate it. Think about it: If an RPM Block was important enough for you to create, then it's worth taking a moment to think about what it is you gained from the process, isn't it? And don't you deserve the credit for a "job well done"? If you don't give it to yourself, who will?

Here's how the soccer mom celebrated her day using her journal.

JOURNAL

10/2

Achievements: Totally connected with my kids. Made a difference for a woman just by talking to her at hospice. Took time for myself for the first time in weeks! I'm a new woman!

Magic Moments: My son sharing the story of scoring his first soccer goal in practice; telling jokes with my kids on the way to school; sharing my day with my husband before we went to sleep.

"Don't serve time, make time serve you."
– Willie Sutton

The Daily Dozen: Questions to Ask to Create Your RPM™ Daily Plan

Here's a one-page "cheat sheet" with the entire RPM Planning Process start to finish!

STEP 1 – CAPTURE

1. **Brainstorm:** *What needs to get done today? What are any outcomes, actions or communications that need to happen today? Are there any projects you're working on that need your focus today?*
2. **Chunk:** Look at your Capture list and ask, *Which items are related to a similar Result or outcome?*

STEP 2 – CREATE YOUR RPM PLAN

3. **Results**: *What is the most important Result or outcome that I need to produce today?* (Once you've created your first RPM Block, ask yourself, *What's the next most important Result or outcome I need to produce today?*)
4. **Purpose:** For each Result in your RPM Blocks ask, *Why do I want to do this? To support who or what? What's my real purpose?*
5. **Massive Action Plan:** For each Result in your RPM Blocks ask, *What specific actions must I take in order to achieve this Result? What actions could I take to get the Result I'm after?*
6. **For each action in your RPM Block, Prioritize them and then ask,** *Which of these actions are absolute musts for me?* Asterisk those 20% that make 80% of the difference.
7. **Estimate the Duration:** *How long will each of these items take?* Then, add these times up to find out the duration of the entire RPM Block. Be sure to also add up the Total Must Time (the time it would take if you were to just complete your asterisked action items).
8. **Leverage:** Could I leverage any of these actions to someone else?

Repeat questions 3-8 until you have created a RPM Block for each of your most important Results for today.

STEP 3 – COMMIT TO BLOCK TIME & RESOLVE YOUR "MUSTS"

9. *Based on my RPM Blocks for today, how much time do I want to commit to today to make progress on them?* In other words, how much Block Time do I need to reserve for working on my RPM Blocks?

STEP 4 – SCHEDULE IT! IMAGINE & ANTICIPATE THE RESULTS

10. Schedule the items that have to happen at a specific time on your calendar. Then, look at your schedule and ask, *When can I schedule Block Time to work on my most important Results for today?* Remember, what's scheduled is real. You must commit to blocks of time to work on your important Results so that you can make progress.

STEP 5 – COMPLETE, MEASURE & CELEBRATE

11. Ask yourself, *What did I accomplish today? Did I achieve my most important outcomes? What Roles did I fulfill?* Cross off any items that are done, and carry over any items that still need to be done to the next day's or week's capture section.
12. Recap your day: *What did I learn today? What did I achieve that I am proud of?*

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Your Assignment

Follow the 5 Master Steps of RPM Planning to plan a day. Go through the same process Tony did with the soccer mom. We've included an RPM Daily Plan form for you on the following pages if you'd like to give it a try.

Don't worry about making it perfect. For example, maybe you don't see right away how some of your Capture items fit neatly into a specific Result. Or you might come up blank for just the right words to describe your Purpose. Or it may feel a little strange at first not to schedule "to-dos" in your calendar and to block time to work on Results instead.

For now, start where you are and just notice how the process makes you feel and how it leads you from a jumble of random ideas, tasks and chores toward a plan that puts what you really want front-and-center. RPM Planning is a great tool in itself, but its biggest impact is on how it changes YOU: RPM trains you to look for the bigger picture, to focus on Results that matter instead of getting lost in the weeds of day-to-day life. This shift is more important than any words you could ever write down in a plan. And the more you do RPM, the more natural it gets!

If you'd like to commit to using RPM Planning for 90 days, then we invite you to try the new **RPM Life Planner**. It's designed specifically to let you plan every month, week and day using the RPM process you just learned. Every page is laid out to keep your most important Results top of mind. You won't believe where you are after 90 days of a Results-Focused, Purpose-Driven, Massive Action Plan achieving life!

For more information on the RPM System (and a special offer for *Time of Your Life®* customers), go to: **www.tonyrobbins.com/rpm**.

RPM™ DAILY PLAN

MORNING POWER QUESTION
What am I happy about in my life now?

COMMIT & SCHEDULE
*Commit to block **time** & schedule your **musts***

6:00
6:30
7:00
7:30
8:00
8:30
9:00
9:30
10:00
10:30
11:00
11:30
NOON
12:30
1:00
1:30
2:00
2:30
3:00
3:30
4:00
4:30
5:00
5:30
6:00
6:30
7:00
7:30
8:00
8:30
9:00
9:30
10:00

CAPTURE
Ideas, Wants, Needs

Communications & Follow-ups

DID I HYDRATE?

DID I MOVE?

WHAT AM I GRATEFUL FOR?

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DAY 6 – THE 5 MASTER STEPS OF RPM™ PLANNING

INCANTATION

M T W T F S S

DATE . .

L	D	P	MASSIVE ACTION PLAN ***How*** *can I best achieve it now?*	RESULT ***What*** *do I want?*	PURPOSE ***Why*** *do I want it?*
LEVERAGE	DURATION	PRIORITY			

EVENING POWER QUESTION *What have I given today?*

NOTES

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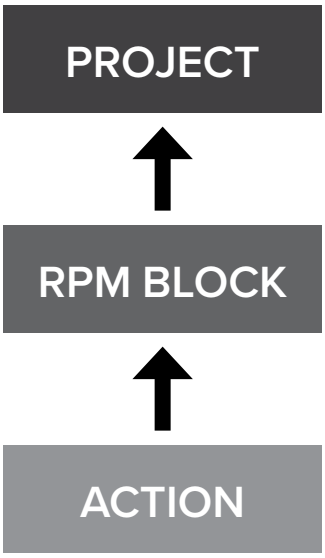
Sometimes, in order to achieve a large outcome or Result, you must first achieve several smaller Results. When you are in a situation where it would take more than one RPM™ Block to accomplish something relating to single topic, you likely need to create an **RPM Project Plan**.

Here is the difference among the different levels of RPM:

RPM Projects: If there are multiple Results or outcomes required to achieve the Ultimate Result you want, then it's a Project. Most projects take weeks or even months to accomplish. An RPM Project Plan has an Ultimate Result, an Ultimate Purpose and Key Results (the individual Results or RPM Blocks required to achieve the Ultimate Result of your project.) Examples of RPM Projects might include writing a book, renovating your kitchen, managing your investment portfolio, planning a sales conference or starting a business.

RPM Block: If the Result you want requires more than one action, it's an RPM Block. Most RPM Blocks can be completed in less than a day or week.

Action: An action item is one, simple, specific, measurable task that you can complete in a short amount of time (minutes or hours). The true test of a well-formed action is that you should be able to give it to a total stranger and they should be able to complete it without any further clarification from you.



Preliminary Step: Your RPM Project "Table of Contents"

The first steps to create an RPM Project Plan are to brainstorm the Ultimate Result and Ultimate Purpose for your project. Then, determine the Key Results necessary in order to achieve your Ultimate Result. Once you know the big target of what you want to achieve with this project (your Ultimate Result) and why you want it (your Ultimate Purpose), ask yourself, "What are the Key Results that need to be achieved in order to get my Ultimate Result?"

These three elements – Ultimate Result, Ultimate Purpose and Key Results – serve as a kind of "Table of Contents" for your RPM Project Plan. If this seems a little abstract right now, don't worry! Next we'll look at some examples so you can see a few Project Plans in action and understand how all the elements fit together.

Example RPM™ Project Plan: Get Your Son into His Ideal College

L	D	P	KEY RESULTS *What are milestones or steps to achieve it?*	ULTIMATE RESULT *What do I want to achieve?*	ULTIMATE PURPOSE *Why does it matter?*
TR	38h	1*	Make sure he's fully prepared for the SAT		I want him to have
BS	45h	2	Assist him in selecting the ideal college	To assist my son	a compelling future.
BS	33h	3	Help him complete applications on time	in getting into the ideal	To make sure he has
TR	3h	4	Ensure financial arrangements are in place	college that will facilitate	all the resources to
				his development	"write his own ticket."
				as a young man and	So I have the excitement
				prepare him for a career	& juice of seeing his face
				in international business.	when he comes home and
				By Dec 31st	knows things I don't know.
					To give him the identity of
					being the first of 4 kids to
					graduate from college.
Total Time: 119h Total Must Time: 38h					

This first part of your RPM Project Plan (above) is what we call the "Table of Contents" because it's the main overview of all the Key Results you need to achieve on the way to completing the entire project. Each of your Key Results then becomes its *own* RPM Block as you continue to plan your project. So in the example below, you'll notice that one of the Key Results from the project Table of Contents above now turns into its own RPM Block:

L	D	P	MASSIVE ACTION PLAN *How can I best achieve it now?*	RESULT *What do I want?*	PURPOSE *Why do I want it?*
	1h	1*	Meet with my son about his goals		To make sure he gets the
	2h	2*	Do research online to narrow his choices	Assist my son	best possible education
JR	30m	3	Brainstorm questions for each school	in selecting	To ensure he'll be in
	1h	4	Email schools to get prospectus	the ideal college	an environment that
	2h	5*	Schedule visits to each of his top 5 schools		supports him
					To make sure he has a
					lot of options
					To make sure he
					enjoys himself
Total Time: 6h 30m Total Must Time: 5h					

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Planning an Entire RPM™ Project: "Big Bad Dog"

Let's look at the example of "Big Bad Dog" – a participant at one of Tony's live events who wanted to improve his health, lose weight and keep it off forever.

"Big Bad Dog" starts his RPM Project Plan by creating his "Table of Contents" – the Ultimate Result, Ultimate Purpose and Key Results for his project.

L	D	P	KEY RESULTS *What are milestones or steps to achieve it?*	ULTIMATE RESULT *What do I want to achieve?*	ULTIMATE PURPOSE *Why does it matter?*
	1h15m	2	Determine my current physical condition	To produce an	So I can accomplish
	1h	5	Begin a detoxification program	extraordinary level of	anything I want
	12h	3*	Create a dietary lifestyle and strategy	energy and vitality that	To become a role model
	90m	1*	Create a Triad of absolute certainty	results in a 227lb	to my children &
SS	3h	4	Create an exercise program	trainer who can	those I love
				accomplish anything!	To experience
				By March 31st	ultimate pride!
					BIG BAD DOG!
Total Time: 18h 45m Total Must Time: 13h 30m					

Next, "Big Bad Dog" continues with the 5 Master Steps of RPM Planning to complete his RPM Project Plan.

STEP 1 – CAPTURE

Ideas, Wants, Needs	*Communications*
Make a public commitment	Call my wife
Change my eating habits with a plan	Call my daughters
Research how to cleanse healthfully	
Set up a support system	
Sign up for coaching – get more leverage on myself	
Develop an exercise program	
Document a high standard for myself	
Create a "menu" of ways to feel good without food	

"Big Bad Dog" looks at his Capture list as well as the Key Results in his project "Table of Contents" to determine how to group together (or chunk) related items into their own RPM Blocks.

As he does this, he creates five RPM Blocks that match the Key Results for his Project. Notice that he also refines the description of his Results to be more specific as he builds his RPM Blocks.

STEP 2 – CREATE YOUR RPM PLAN

L	D	P	MASSIVE ACTION PLAN *How can I best achieve it now?*	RESULT *What do I want?*	PURPOSE *Why do I want it?*
	5m	4	Weigh myself		To know exactly where
	5m	5	Get blood tests & compare to last tests	2 – Determine	I am today
	10m	6	Determine fat content of my body	my current physical	To get a reality check
	5m	7	Determine triglycerides	condition in terms of	To create more emotional
	5m	8	Determine cholesterol	my weight, measurements,	leverage to change
SM	10m	1*	Purchase success journal & complete 1st day	body fat and percentage	To be proud & know
	5m	2*	Take pictures of myself in my current state	of triglycerides.	that I can accomplish
	10m	9	Work with trainer to determine heart rate	By 8/30	anything!
	5m	3	Get blood pressure measurement		
	15m	10	Measure my blood sugar levels		
Total Time: 1h 15m Total Must Time: 15m					
	5h	2*	Pay close attention to Sat content on cleansing	5 – Begin a	To create a health internal
	5m	5	Select date to begin Pure Body Cleanse™	detoxification program	environment in my body
BS	1h	6	Go to health store & shop for supplies	in order to assist my body	To start with a good
	3h	1*	Start program	in producing a maximum level	base & momentum
	1h	4	Interview people to know what I can expect	of energy and health	To feel clean, healthy &
	1h	3*	Create a support system–someone to do with me	By 9/18	have more vitality!
Total Time: 11h 5m Total Must Time: 9h					
	5h	1*	Educate myself on Vital Energy principles		It's time!
	30m	3	Brainstorm healthy food options that taste great	3 – Create a dietary	To feel power, pride &
BS	1h	2*	Create a menu for 1 month	lifestyle and strategy	achievement
	30m	9	Brainstorm strategies for eating on the road	that I don't have to	To lead by example &
	10m	3	Share menus with my family	think about, is enjoyable	be congruent with
	45m	7	Test menus for enjoyment	and support my	my beliefs
	30m	5*	Establish serving sizes for healthy enjoyment	current lifestyle.	I am BIG BAD DOG!
	2h	6	Interview potential cooks & select best one	By 9/26	
	1h	4	Gather recipes from people already healthy		
Total Time: 6h 30m Total Must Time: 1h 35m					

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DAY 7 – PROJECTS: TURNING DREAMS INTO REALITY

L	D	P	MASSIVE ACTION PLAN *How can I best achieve it now?*	RESULT *What do I want?*	PURPOSE *Why do I want it?*
	30m	1*	Call my wife to enlist her support		To love myself & be
	20m	2*	Call my 2 daughters to enlist their support	1 – To create a	completely happy with
	20m	3	Discuss my plans with my parents	philosophy – a Triad –	who I am.
	10m	5	Make a public commitment to my employees	that creates absolute	The more love I give
	10m	4	Call Don to discuss my goals	certainty that this is	myself, the happier I will
	30m	6*	Sign up for coaching to be held accountable	the most important	make my family and
				thing I can do for	those I love.
				myself, my family &	I am here for a purpose.
				the greater good.	To show others
				By 9/16	there's a way!
Total Time: 2h Total Must Time: 1h 20m					
	30m	8	Create list of activities for when I'm bored		It's time!
	6h	1*	Educate myself on best way to train	4 – Create an	To feel power, pride &
	2h	6	Check out local gyms & pick best one for me	exercise program to	achievement
	2h	7*	Work with trainer on best way to burn fat	burn fat, build endurance	To lead by example & be
	15m	2*	Schedule & lock in my start date!	and strength, and live	congruent with my beliefs
	10m	9	Walk each day (get rid of rental car)	at a level above	I am BIG BAD DOG!
	10m	10	Create schedule for ongoing fat measurement	"Big Bad Dog."	
MD	20m	3	Download favorite songs on iTunes	By 9/9	
	10m	5*	Schedule Block Time to exercise daily		
	15m	4	Create alternative evening workout plan		
Total Time: 11h 40m Total Must Time: 8h 25m					

STEP 3 – COMMIT TO BLOCK TIME & RESOLVE YOUR "MUSTS"

Next, "Big Bad Dog" commits to Block Time where he will work on his most important Results for this project.

MONTH / WEEK Aug 28–Sept 4	MONTH / WEEK Sept 5–12	MONTH / WEEK Sept 13–20
Sarah's birthday	Sales Training Mon & Tuesday	5 – BEGIN A DETOX PROGRAM:
2 – DETERMINE MY CURRENT CONDITION:		Lock in my start date
Complete blood tests & analysis	4 – CREATE EXERCISE PROGRAM:	Purchase supplies
Take pics of myself & my current condition	Check out local gyms & pick 1	Interview 1–2 people who've done it
	Schedule Block Time for exercise	
1 – CREATE A PHILOSOPHY / TRIAD:		Date Night with Gabby Fri
Call my wife		
Call my daughters		
Call Don		
Sign up for coaching		
Date Night with Gabby Fri (plan food!)		

STEP 4 – SCHEDULE IT! IMAGINE & ANTICIPATE THE RESULTS

As "Big Bad Dog" schedules his time in his calendar, he makes sure to lock in his Block Time to work on his Key Results for this project around his scheduled meetings and appointments. These are like unbreakable appointments *with himself* that he won't let be eaten up or hijacked by unimportant tasks, his own momentary impulses or other people's demands. If something unavoidable, urgent and important happens that must be handled at that time, he can *move* his Block Time, but it does NOT go away.

By making sure that there are chunks of time where he can work, undistracted, on these Results, he sets himself up for success.

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STEP 5 – COMPLETE, MEASURE & CELEBRATE

Build on success: What did I achieve that I'm proud of? What worked and why? What progress did I make? Who did I impact? What unexpected results did I get? What can I celebrate now?

Before	After
Weight: 354 lbs	Weight: 274 lbs (lost 80 lbs!)
Triglycerides: 1265	Triglycerides: 70 (down 1195)
Cholesterol: 465	Cholesterol: 150 (down 215)
Waist Size: 50"	Waist Size: 40"
Insulin dependant diabetic: 8 years – 84 units	Totally off insulin!
Tired, sluggish, death wish	Energy, vitality & loving life!
Walk 1 mile in 20 min and thought I was having a heart attack	Walk 3 miles in a row at 13.5 min per mile & feeling unstoppable!
Bought clothes in the fat store	Buy clothes anywhere & look good!

Projects: Pathways to Power

Earlier in this training we touched on Pathways to Power. These work like shortcuts or blueprints for you to use and re-use to get where you want to go faster. Basically, when you've found a method, system, routine or set of actions that gets Results, you don't need to start from scratch the next time. You can use past successes to fast-forward your progress toward your Result. This is especially true when planning RPM™ Projects!

You immediately begin to get faster and faster at creating your RPM plans once you start using this system. There are two reasons why:

1. As the RPM "Results-first" thought process becomes second nature to you, you'll find yourself thinking and creating plans at lightning speed. (This is on top of the speed that naturally comes with practice.)

2. Often you will create a plan – an RPM Block, a plan for your categories or an RPM Project Plan – that you will be able to use again and again. This is because the same kinds of Results / outcomes tend to show up in your life consistently – especially those related to your Categories of Improvement. Once this happens, you've got a Pathway to Power! It's like a recipe for success.

There are two ways to capitalize on plans that have already been created: you can use your own, of course, but you can also use *anyone else's who got the Results you want!* For example, couldn't someone else who wants to lose weight and get fit use the same plan that "Big Bad Dog" already created as a basis, with only a few modifications? Answer: they absolutely could! And they'd have a huge head start.

These Pathways to Power represent RPM Plans that are already proven to produce results that you or anyone else can use to accelerate not only the pace at which you complete your RPM plan, but also the speed with which you produce the result.

HINT

If you have access to the person who created the original plan, you might also want to ask them what was great about their plan as well as if there is anything they might do differently in the future. By modeling their success, as well as their learning experiences, you can literally compress time.

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Pattern Recognition

People who are really good at something utilize the power of Pattern Recognition. Once someone has created an RPM plan, such as "Big Bad Dog," you can use or adapt the same RPM plan to achieve a similar result. You may have a different purpose and slightly different action items, but you can still detect the pattern: Many of these same things need to be done for *anyone* who wants to produce this result. Anyone who wants to lose weight, for example, must create a dietary lifestyle that is enjoyable, determine their current physical condition and develop a philosophy for success by creating a support system. Remember, pattern recognition saves you time, energy and gives you the competitive edge.

Read this phrase out loud:

"To hit a fastball in the World Series..."

- In the time it took you to say the word "to" – about 1/10th of a second – a hitter must decide to swing the bat.
- It takes another 2/10th of a second to initiate the swing.
- It takes another 1/10th of a second to complete the swing.
- The ball reaches and passes the plate in 4/10th of a second.

Hitting a baseball is one of, if not the, most difficult skills in any sport in the world. Not only must a hitter judge the speed, location and rotation (to know if it's a fastball, curve, slider, etc.) of the ball, he must then manipulate his body in such a way as to get the bat to intersect with the ball's path. And if all that weren't hard enough, he has the added challenge of hitting a round ball with a round bat squarely.

Even the very best hitters fail 70% of the time. This is why the best baseball players in the world are experts at pattern recognition. They learn to recognize patterns in the pitcher – the position of his body, the look on his face, the way he releases the ball, etc. – and then decide whether or not to swing even before the ball is ever released.

As you are learning to create your RPM plans, you will begin to see patterns that will save you time and energy. What may have taken you a significant amount of time to accomplish at first (while you were still learning the patterns) you'll be able to handle much more quickly once you put the RPM system into practice. Like the hitter who knows the fast ball is coming, pattern recognition will enable you to hit consistent home runs in your life!

Exercise: Edward Deming's Signature Experiment

1. Get with a partner. You will be the writer and the other person will be the timer.
2. When the timer says, "go," you will write your name ten times in cursive handwriting.
3. The timer must time you each time you write your name – so, the timer will say "go" and you will write your name one time and you will say "stop" when you're done. The timer will write down exactly how long it took you to do this.
4. You will do this 10 more times.
5. When you are done, calculate the average amount of time it took you to write your name (i.e. add up the total amount of time and divide by 10).

Now, you are going to do the same thing, but you are only going to write half as much. You are going to skip every other letter and only write every other letter of your name.

Here's how Tony would write his name with this exercise:

Tn Rbis

Again, the timer will write down exactly how long it takes you to write every other letter of your name. You will again do this 10 times. When you are done, calculate the average amount of time it took you to write half the letter of your name.

Notice the pattern. When you were writing out your full name – twice as much information, it probably didn't take you very long. But when you went to write every other letter – half as much work – it initially took you longer. By the time you got to the 10th time, it actually took you less time than it did for you to write out your full name.

The same process happens when you start to learn the RPM™ system. Initially, it might take you longer, but over time, you will discover that your RPM plans take you less and less time because you are becoming a master of Pattern Recognition.

The rewards of learning to think the RPM way – the 24/7 emotional connection to what really matters to you in life, the ability to finally make progress on and achieve projects and goals you've been longing to complete for years but just never got around to, ending each day feeling like it was a day truly well spent instead of just spinning your wheels – all of this is waiting for you after just a little practice! Are you excited? You should be!

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RPM™ Project Pathway to Power: Neecie's Incredible Wedding

Here's another Pathway to Power RPM Project Plan. This example is based on Neecie, who was feeling stressed about planning her upcoming wedding to Gary, until she created a simple and powerful RPM Project Plan.

L	D	P	KEY RESULTS *What are milestones or steps to achieve it?*	ULTIMATE RESULT *What do I want to achieve?*	ULTIMATE PURPOSE *Why does it matter?*
	12h	2	Handle events in advance to reduce stress		To create a
	7h	1*	Have a pleasurable Fri & Sat before event	Create a wedding	remarkable
	5h	3	Set up a fun day of shopping in advance	of a lifetime	beginning for an
	3h	4*	Schedule 50th bday party for Gary Fri night	that is an incredible	awesome marriage
				experience for	To express my love for
				Gary and me and	Gary, my family & friends
				fun for our guests	To have fun
				By May 13th	PRINCESS BRIDE!
Total Time: 27h Total Must Time: 10h					

After completing her "Table of Contents" for her RPM Project Plan, Neecie moves forward with the rest of her plan following the 5 Master Steps of RPM Planning.

STEP 1 – CAPTURE

Ideas, Wants, Needs	*Communications*
Take care of parking plans	KP to put out signs
Rent 2 vans!	Call & confirm band
Organize Saturday breakfast	Call Vanessa to schedule girl's day out!
Order the directions signs	
Order the meat trays & pick up Saturday	
Pick up Gary's favorite donuts for Fri breakfast	
Plates for the cake table	
Get vases & candy giveaways for the tables	
Confirm the caterer & menu for Saturday	
Hire emcee for Gary's party	
Order the mic & podium for Gary's party	
Send out email with invite for Gary's surprise party	
Shop to get shoes, guest book & party favors	

STEP 2 – CREATE YOUR RPM PLAN

Neecie looks at her Capture list as well as her Key Results and then starts to group (or chunk) related action items together into RPM Blocks.

L	D	P	MASSIVE ACTION PLAN *How can I best achieve it now?*	RESULT *What do I want?*	PURPOSE *Why do I want it?*
KP	15m	5	Pick up directions signs		To honor & delight Gary
	10m	1*	Order cake	4 – Create a	To have fun
KP	30m	2*	Pick up cake	fabulous surprise	To create a magic moment
	30m	3	Get an emcee	birthday party for Gary	he'll remember forever
	30m	4*	Send invites & finalize guest count	on Friday night during	To share my love for Gary!
	5m	7*	Confirm guest count for hotel	the rehearsal dinner.	
KP	20m	8	Rent mic & podium	By May 12th	
KP	5m	6	Get sticky tape to post signs		
	2h	9	Create a program for Friday night		
KP	30m	10	Print program for Friday night		
Total Time: 4h 55m Total Must Time: 1h 15m					
	10m	8	Shop for sign in guest book		
	20m	4	Shop for wedding photo album	3 – Set up a fun	To create a fun &
	10m	5	Pick up cameras for tables	day of shopping	productive day
	1h	7*	Get champagne glasses (with a little bling!)	with Kim & Vanessa	To connect & spend time
	1h	6*	Pick up plates & server for cake table	to shop for	with my dear friends
	1h	10	Pick up matching flatware for tables	wedding things	To reduce stress
mom	10m	9	Buy sparkling grape juice for kids	By April 30th	BEST FRIEND
	20m	1*	Take care of Bekkah's gift basket (as thanks)		
	15m	2*	Buy vases & candy for tables		
	30m	11	Have Vanessa pick up fake bouquet to throw		
mom	2h	3*	Go to Sam's – chips, plates, juice, coffee		
	30m	12	Try on & pick up shoes		
Total Time: 7h 25m Total Must Time: 4h 35m					
SG	30m	1*	Get Gary's donuts for Fri morning		To create a cool, calm,
VD	30m	4	More donuts for Sat morning	1 – Have a pleasurable	collected, smiling bride
mom	45m	5	Stop at Sam's day of for meat tray	Fri & Sat evening enjoying	(No bridezilla!)
mom	1h	3	Get fresh produce at farmer's market	family & guests while	To connect with my
mom	3h	6	Manage valet parking (tip in advance!)	things are being taken	friends & family
KP	1h	2*	Pick up trellis	care of by others.	To spread my love,
GV	20m	7	Call insurance about adding new ring to policy	By May 12th	joy & happiness!
Total Time: 7h 5m Total Must Time: 1h 30m					

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DAY 7 – PROJECTS: TURNING DREAMS INTO REALITY

L	D	P	MASSIVE ACTION PLAN *How can I best achieve it now?*	RESULT *What do I want?*	PURPOSE *Why do I want it?*
KP	45m	7	Rent a van		To anticipate potential
KP	10m	6*	Confirm caterer for Sat pm	2 – Handle enough	challenges
	10m	4*	Confirm photographer & videographers	events in advance	To create a relaxed,
	10m	8*	Confirm band	to ensure that	enjoyable wedding
GV	10m	5	Decide if order tent or not	the weekend is a	My emotional state sets
GV	10m	12	Send check to Ducky Bob's	smooth, fun-filled	the tone for the
	20m	3*	Get cash to tip caterer and parking attendants	success!	entire wedding!
	1h	13	Send invitations	By 5/13	
	90m	14	Get marriage license		
	10m	15	Ask KP to coordinate attendants & flower girl		
KP	1h	1*	Create a program for the service		
	1h	16	Print programs for service		
	1h	15*	Meet with Gary & minister		
	45m	9*	Write & practice vows		
	5m	10	Ask Brent to do toast		
	15m	11	Try on my dress one last time!		
	10m	2*	Call jeweler – inscription on Gary's ring		
Total Time: 8h 50m Total Must Time: 3h					

STEP 3 – COMMIT TO BLOCK TIME & RESOLVE YOUR "MUSTS"

Next, Neecie commits to Block Time where she will work on her most important Results for this project. These are chunks of time she's going to dedicate during these months and weeks.

MONTH / WEEK Apr 29–May 5

Girl's spa weekend

2 – HANDLE EVENTS IN ADVANCE:

Confirm band

Confirm photog / videographer

Get marriage license

Design program

Meet with Gary & Minister

3 – SET UP FUN DAY OF SHOPPING:

Make list of items needed

Call girls to confirm!

Try on & pick up shoes

Take care of Bekkah's gift basket

Last Date Night with Gary – Wed

MONTH / WEEK May 6–12

4 – CREATE BDAY PARTY – GARY:

Order / get cake

Hire emcee

Rent mic & podium

Directions signs

MONTH / WEEK May 7–13

Get Mother's Day card

1 – HAVE PLEASURABLE FRI/SAT EVE:

Order donuts for Gary!

Ask mom to pick up meat tray & produce

Practice vows one last time!

STEP 4 – SCHEDULE IT! IMAGINE & ANTICIPATE THE RESULTS

As Neecie schedules time in her calendar to make sure she can fit everything in without being stressed, she makes sure to lock in Block Time to work on her Key Results for this project around her other scheduled meetings and appointments. This is like making a date with herself for exactly *when* she's going to focus on making progress on specific aspects of her project. It means she's not available for interruptions, calls, distractions or anything else during those times. It also means she can free *herself* from having to think about anything else she has to do. If Neecie were using an electronic calendar, these times would show as "busy."

By making sure that there are chunks of time where she can work on these Results, she sets herself up for success.

STEP 5 – COMPLETE, MEASURE & CELEBRATE

Build on success: What did I achieve that I'm proud of? What worked and why? What progress did I make? Who did I impact? What unexpected results did I get? What can I celebrate now?

Gary & I had the wedding of a lifetime! So grateful for the support of family and friends. Mom was a wreck because Nana got drunk, but we had a good laugh about it on Sunday night. I'm so happy that Gary and I were able to enjoy ourselves because everyone pitched in and things were done in advance. What a great way to start our lives together! Can't wait to get the pics back!

Off to our honeymoon next – will work on all my thank yous while we enjoy our time in paradise! ♥

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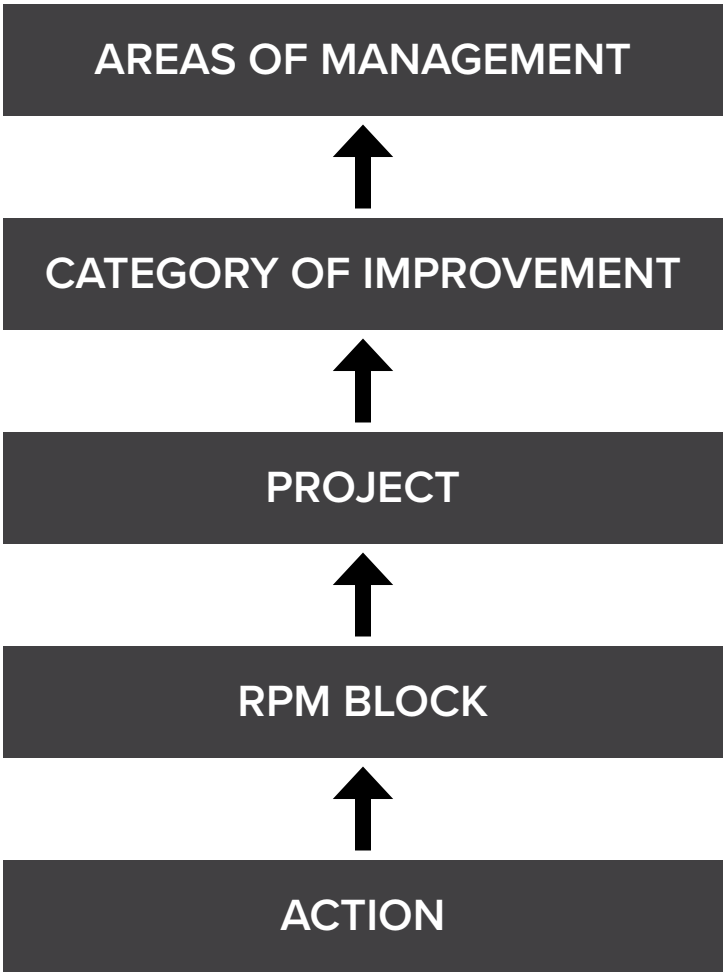
Review: The 5 Levels of Management

Our goal is to constantly simplify. The RPM™ system of thinking organizes even the most complex life or business into manageable chunks. Instead of a lot of action items, you can narrow focus first to one of two areas, either personal or professional. Then, you can focus on specific Categories of Improvement in that area. Then, you can create Projects to help you make consistent progress and achieve meaningful Results. Finally, you can create RPM Blocks any time you want to help make quick progress toward any Result!



The Power of RPM™ is that it causes you to immediately and consistently focus on what you want: the Result.

But as you may have noticed, not all Results are created equal. Some are bigger and may actually need to be a project. Some are a by-product of a general area of your life you want to improve on an ongoing basis, such as your health or your career. By organizing your Results into the Levels of Management where they belong, you'll have a clearer and faster path to achieving them.

Use the chart below to help you chunk or group your Results into the Level of Management that will help you achieve your Result with the fewest number of moving parts.

Criteria for the 5 Levels of Management

Criteria for Areas of Management

Does the Result you want to achieve relate to your Personal Life or your Professional Life?

Criteria for Categories of Improvement

If there is an area of your life (personal or professional) that requires consistent focus and improvement, and it has several RPM Projects associated to it, then it's a Category of Improvement. This is an ongoing focus in your life and likely extends throughout a quarter, year or longer.

Criteria for RPM Project Plans

If there are multiple outcomes required to achieve the Result you're after, then it's an RPM Project. Most likely, this will require more than a week or even months to accomplish.

Criteria for RPM Blocks

If the Result you're after requires more than one action, at a minimum it's an RPM Block. Most likely, this can be done in a day or week.

Criteria for Action Items

An Action Item is one simple, specific, measurable action that you can take today.

"Our goals can only be reached through a vehicle of a plan, in which we must fervently believe, and upon which we must vigorously act. There is no other route to success."

– Pablo Picasso

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Your Assignment

Get started on your first RPM™ Project Plan. What's a meaningful Result you want within one of your Categories of Improvement that will help you make significant progress on your goals? What's an RPM Project Plan that will help you achieve a Result that you want right now?

Start by creating your "Table of Contents" for your project. Define your Ultimate Result and Ultimate Purpose. Then, brainstorm the Key Results you need to achieve in order to get your Ultimate Result for the RPM Project.

RPM™ PROJECT PLAN

PROJECT _____

L	D	P	KEY RESULTS ***What*** *are milestones or steps to achieve it?*	ULTIMATE RESULT ***What*** *do I want to achieve?*	ULTIMATE PURPOSE ***Why*** *does it matter?*
LEVERAGE	DURATION	PRIORITY			

Now, move into the 5 Master Steps of RPM™ Planning for your Project. Begin by creating your Capture list for your Project:

STEP 1 – CAPTURE

Ideas, Wants, Needs	*Communications*

As one final action before you move on from this session, create at least one RPM Block for your Project, using one of your Key Results from your Table of Contents. Which of your Capture items relate to it? (Of course, if you're inspired, you can create *all* of your RPM Blocks now!)

STEP 2 – CREATE YOUR RPM™ PLAN

PROJECT _____

L	D	P	**MASSIVE ACTION PLAN** ***How*** *can I best achieve it now?*	**RESULT** ***What*** *do I want?*	**PURPOSE** ***Why*** *do I want it?*
LEVERAGE	DURATION	PRIORITY			

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Here is a full RPM™ Project Plan form if you'd like to create a complete 5-step RPM Project Plan.

RPM™ PROJECT PLAN

PROJECT _____

L	D	P	KEY RESULTS ***What*** *are milestones or steps to achieve it?*	ULTIMATE RESULT ***What*** *do I want to achieve?*	ULTIMATE PURPOSE ***Why*** *does it matter?*
LEVERAGE	DURATION	PRIORITY			

STEP 1 – CAPTURE

Ideas, Wants, Needs	*Communications*

STEP 1 – CAPTURE

PROJECT _____

IDEAS, WANTS, NEEDS	COMMUNICATIONS

STEP 2 – CREATE YOUR RPM™ PLAN

PROJECT _____

L	D	P	MASSIVE ACTION PLAN *How can I best achieve it now?*	RESULT *What do I want?*	PURPOSE *Why do I want it?*
LEVERAGE	DURATION	PRIORITY			

Remember: 20% of your actions often get you 80% of your result. (You don't have to do them all!)

STEP 2 – CREATE YOUR RPM™ PLAN

PROJECT _____

L	D	P	MASSIVE ACTION PLAN ***How*** *can I best achieve it now?*	RESULT ***What*** *do I want?*	PURPOSE ***Why*** *do I want it?*
LEVERAGE	DURATION	PRIORITY			

A Project has a lot of moving parts. Who can you leverage some actions to? What other resources could you access for help?

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STEP 2 – CREATE YOUR RPM™ PLAN

PROJECT _____

L	D	P	MASSIVE ACTION PLAN *How can I best achieve it now?*	RESULT *What do I want?*	PURPOSE *Why do I want it?*
LEVERAGE	DURATION	PRIORITY			

If you fail to plan, you plan to fail.
(But you're here, so you are definitely planning to SUCCEED!)

STEP 3 – COMMIT TO BLOCK TIME & RESOLVE YOUR "MUSTS"

Block time each month (or each week) to work on your most important Results. Then you can schedule all your other appointments, meetings and work around your Block Time for your Project.

MONTH / WEEK _____ **MONTH / WEEK** _____ **MONTH / WEEK** _____

MONTH / WEEK _____ **MONTH / WEEK** _____ **MONTH / WEEK** _____

What are my top 3-5 most important Results?	*What are some likely challenges? What's my game plan to overcome them?*

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STEP 3 – COMMIT TO BLOCK TIME & RESOLVE YOUR "MUSTS"

The key to achieving meaningful results is to make small but consistent progress. Small daily or weekly actions lead to big results when you add them up over the course of your Project.

MONTH / WEEK _____ **MONTH / WEEK** _____ **MONTH / WEEK** _____

MONTH / WEEK _____ **MONTH / WEEK** _____ **MONTH / WEEK** _____

STEP 4 – SCHEDULE IT! IMAGINE & ANTICIPATE THE RESULTS

Enter these commitments into your calendar. Then, take Massive Action. Follow through and keep your commitments to yourself and your Project. Dedicate this time and emotion to your most important Results. Don't let random tasks, distractions or others demands steal your focus.

STEP 5 – CELEBRATE

PROJECT _____

The secret to a successful and happy life is constant growth and improvement. Evaluate where you are at the end of this Project. Celebrate your wins and then capture what you learned so you can continue to improve in the future.

Build on success: What did I achieve that I'm proud of? What worked and why? What progress did I make? Who did I impact? What unexpected results did I get? What can I celebrate now?

Improve for the future: What did I learn from doing this Project? What didn't go as planned? What do I want to do differently or improve next time?

REMINDER

Your completed Project is now a Pathway to Power. Next time, you won't need to start from scratch. You can use this plan as a foundation for similar Projects you create.

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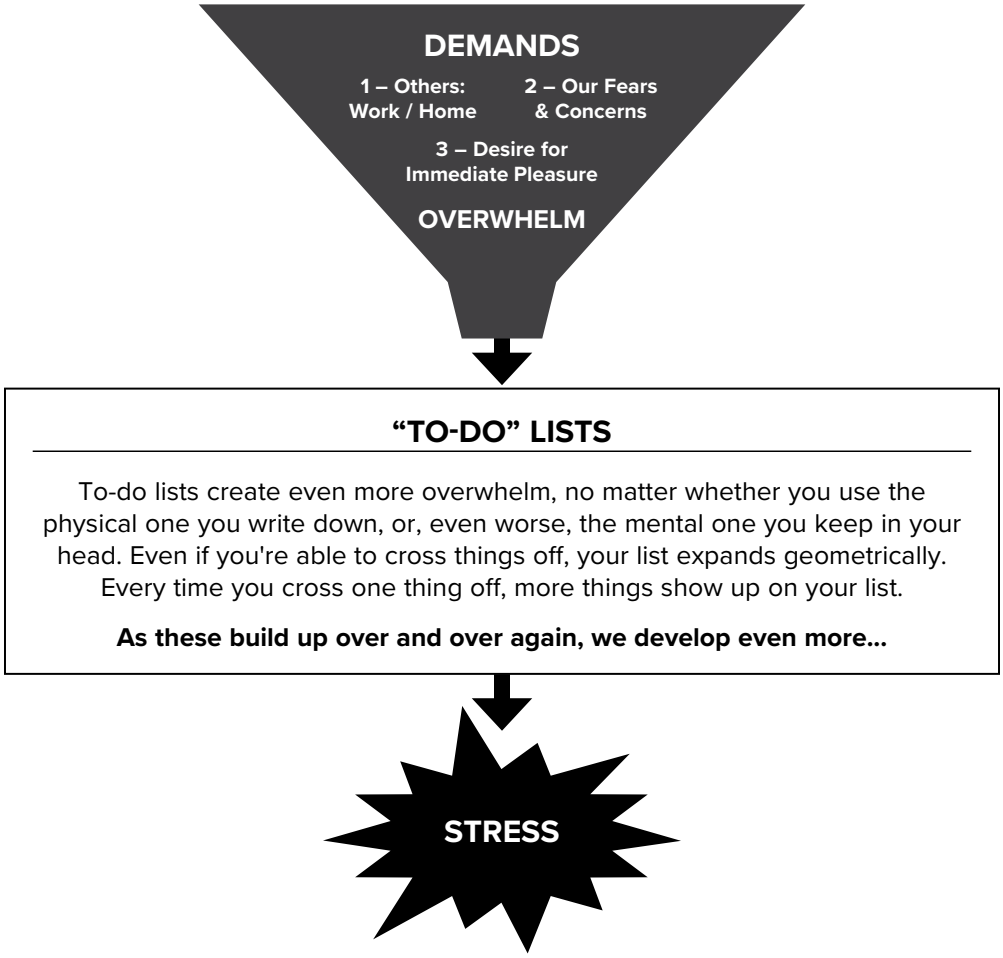
DAY 8 – HOW TO GET STARTED: THE WEEKLY PLANNING PROCESS

The **RPM™ Weekly Planning Process** is where all of the different elements of RPM start to come together in a practical way so you can make consistent progress on what matters to you. It's the cornerstone of RPM planning. You'll love how it reminds you of what matters and puts you back in control of your time and your life!

If you're like most people, the most important things in your life get shoved aside in order to manage your "to-do" list – the things that are urgent, rather than what's important.

When people say, "I don't have time for my goals right now" or, "What's the point of all this anyway?" they're simply responding to the "synthetic demands" of the moment.



With the RPM Weekly Planning Process, you put your focus back on what matters most and return to your Zone of Fulfillment by focusing on what you're really after. Then you design a doable yet powerful plan where you take one small step at a time, build momentum and achieve your Results.

The way to turn your dreams into reality is through effective planning – using the RPM Weekly Planning Process as the foundation of your planning system.

Exercise: The Power of Certainty

Before getting into the mechanics of the RPM™ Weekly Planning Process, let's start by building confidence and certainty that you can effectively achieve your goals. (This is especially important if you've failed to achieve goals or resolutions you've set in the past – and who hasn't?)

Unfortunately, most people don't believe their goals even matter, because we know that goals alone are not enough. We must take our goals and turn them into a plan. While that may be partially true, the following exercise was designed to help you restore your certainty that your goals really *do* matter, even if you didn't consciously sit down and create a plan. In fact, you have already been using RPM for most of your life. You just haven't been consciously aware of it!

Take a few moments to write down a list of things in your life that at one time were just desires, dreams or goals. Write down both big and little things that at one time seemed extremely difficult or impossible to do or achieve. You may have taken some of these things for granted. For example, your job or business at one time may have been just a goal or desire and somehow you made it happen. What about your current relationship? At one point it was a desire as well.

Be sure to asterisk two or three items on your list that at one time truly seemed virtually impossible to achieve, but that you enjoy in your life today.

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Now take two of the asterisked items you thought were virtually impossible and write down the steps you went through to turn each of them into reality.

You may not have done it consciously, but something stimulated you to want these things badly – either you got sick and tired of a condition in your life (your body, relationship, finances, etc.) and it drove you to develop a Result, or you saw or experienced something that was pleasurable or exciting and said "I want more of this in my life."

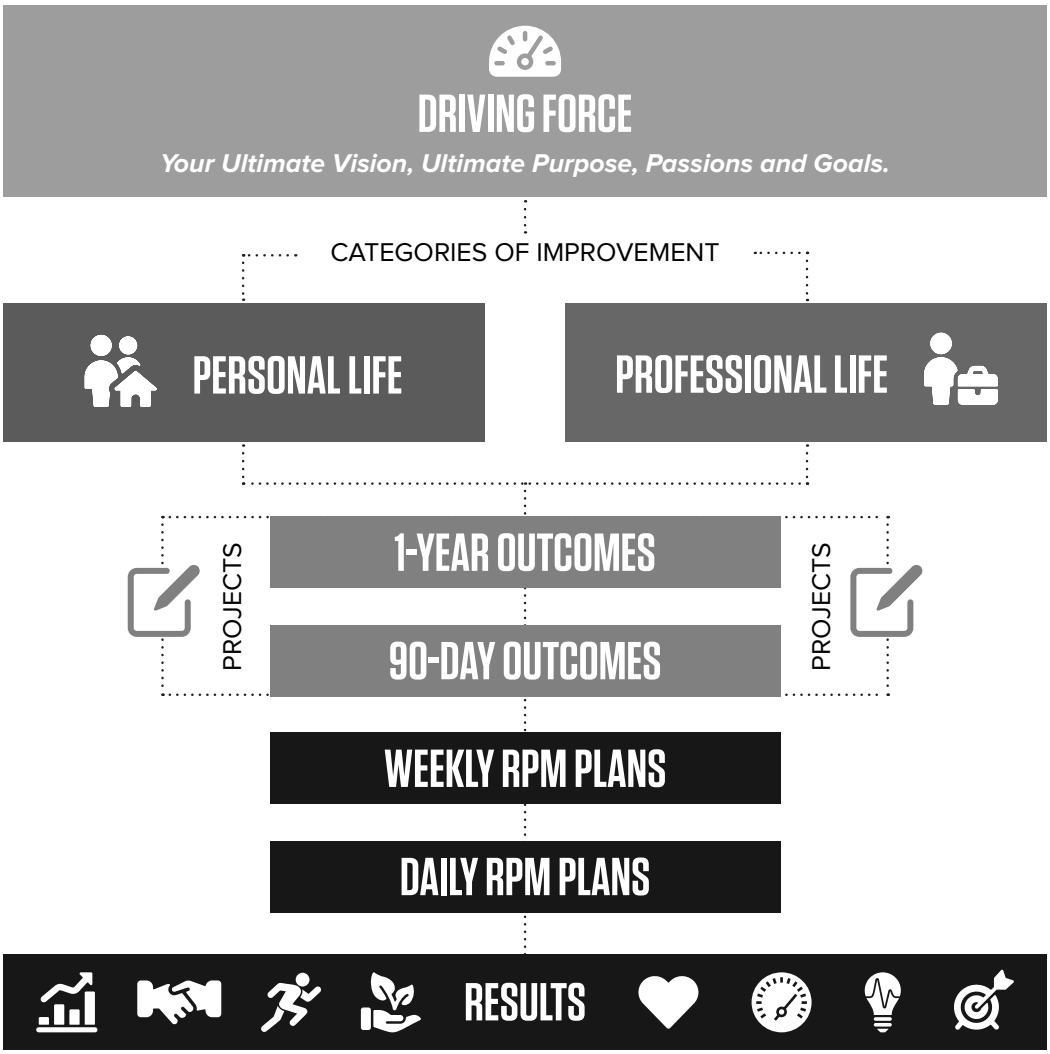
So think about it: How *did* you get each of these goals? Did you focus on it continuously? Put a lot of emotional charge into it? Think about what it would mean to your life? (This was giving it a Purpose – a powerful why.) Then, what was the next step? Did you actually create a plan? Or did your brain take over, your reticular activating system, and you just started to magically attract things to you that would make it happen? What were the steps you went through? See if you can identify any patterns: a similar process you used in both instances to achieve your Result.

By doing this, you likely discovered that you've been using RPM all along. Anytime you achieved something significant, you developed a clear goal (Result), a burning desire (Purpose) and figured out some Action items to make it work.

You may not have called it RPM, but you've been doing this for years. Now that you know goals can be turned into reality, think about what you've learned – a system for managing your life to get the Ultimate Results you're committed to – to taking dreams and making them a reality.

The RPM™ System for Managing Your Life

The RPM System for Managing Your Life is a "top down" system that starts with what you ultimately want and why, and then focuses in more specifically on areas of your life and what Results you want for each of those, then into concrete goals and plans for your year, the next 90 days and finally your week and your day. When you do your RPM Weekly Planning Process, you check in and reconnect deeply with the entire system starting with your Ultimate Vision – before you plan anything that you're going to do. That way, your weekly and daily plans are direct reflections of what truly matters to you, not a series of to-dos.



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The RPM™ Weekly Planning Process

The RPM Weekly Planning Process is a step-by-step practice that helps you take your vision, dreams and goals and translate them into real-life weekly and daily activities and Results. By taking 60-90 minutes to do this entire process every week (ideally at the same time like Sunday afternoon), you'll have a powerful and proven tool to transform your plan for your life into your RPM Weekly and Daily Plans. This way, everything you do is connected to something that matters!

1 START HERE

CONNECT TO WHAT MATTERS

What's your Ultimate Vision?
What's your Ultimate Purpose?
Who are you?
Who do you want to be?
What do you stand for?
What will you NOT stand for?
How will you treat others and yourself?
Who and what do you love?

2

FOCUS ON EACH VITAL AREA OF YOUR LIFE AND WORK

Connect with your roles and goals for every Category of your Personal and Professional life that you want to focus on and improve.

For example, do you want to improve your health, family, finances, mindset, lifestyle or spirituality this week? Professionally, what areas do you want to focus on?

What needs to happen now in each of these areas?

HAPPY FULFILLED DRIVEN

SET YOURSELF UP TO WIN

Schedule your most profound "musts" first. Block time for your top 3-5 Results (your "3-to-Thrive").

Anticipate what's ahead: What challenges are likely to come up? What's your strategy to overcome them?

4

USE RPM TO CREATE AN OUTSTANDING WEEK!

- Review last week. What can you celebrate? What didn't happen?
- Check in with your Projects. *What steps must happen now?*
- Design your 5-Step RPM Plan:
  1. Capture & Chunk Your Actions into Results
  2. Create your RPM Master Plan
  3. Commit to Block Time & Schedule Your Musts
  4. Complete & Achieve
  5. Celebrate!

3

PRO PLANNING TIPS

- Commit to a time to do this Weekly Planning process every week for an amazing life! (Suggested times are Friday and Sunday.) Make it a "must"!
- Design your planning environment: limit distractions, put on inspiring music, etc.
- Don't stop halfway! Make sure you actually schedule your most important results. When it's scheduled, it's REAL!

Example: A Week in the Life of Joy Walker

STEP 1 – CAPTURE

Ideas, Wants, Needs

Complete budget for next year
Train Michael on sales role
Incentive plan for sales team
Update reporting system – sales team
Research for Friday's talk
Write outline for Friday mentoring talk
Create slides for Friday's talk
Review Deb's marketing report
Kick-off meeting sales team
Complete budget narrative
Meet with broker – move money
Brainstorm Categories of Improvement for sales team
Buy new mountain biking shoes
Drink green juice 3x this week
Brainstorm 1-3 year personal goals
Grocery shop
Dinner with mom & Jeff

Communications

Call mom
Call Jeff (b-day)
Call Sharon – housecleaning
Write congrats card for Neal
Call Bob re: forecast
Call Wendy – sales reps goals
Call Juan re: affiliate program

STEP 2 – CREATE YOUR RPM™ PLAN

Joy reviews her Capture list and chunks related items into her RPM Blocks to create her RPM plan.

L	D	P	MASSIVE ACTION PLAN *How can I best achieve it now?*	RESULT *What do I want?*	PURPOSE *Why do I want it?*
	45m	2*	Create new incentive plan for sales team		To ensure we reach our
AD	30m	3*	Schedule daily stand up meetings	1 – To support	revenue goals
	1h	5	Meet with Michael to complete training	sales team &	(quarterly bonuses!)
	1h	4	Finalize reporting system	ensure they reach	To make a difference
AD	10m	1*	Schedule Mon kick-off meeting with team	the goal of selling	with our product
	30m	6	Brainstorm surprise jackpots for interim goals	$100k this week	To bring the team together
	30m	7	Review last week's #s		& feel a sense of pride
					To have fun as a team
					and with clients
					SALES MAESTRO
Total Time: 4h 25m Total Must Time: 1h 25m					

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DAY 8 – HOW TO GET STARTED: THE WEEKLY PLANNING PROCESS

L	D	P	MASSIVE ACTION PLAN ***How*** *can I best achieve it now?*	RESULT ***What*** *do I want?*	PURPOSE ***Why*** *do I want it?*
AD	5m	7	Ask Bob for a copy of last year's budget		To maximize impact
AD	5m	1*	Ask Bob for updated forecast	2 – To complete	Create a strong foundation
	45m	6	Review Deb's marketing report	detailed, conservative	for success
	3h	2*	Brainstorm budget draft	budget & forecast	Prepare for possible down
	1h	4*	Write up narrative for budget	for next year that	economy next year
AD	15m	5	Copy & distribute forecast to team for input	exceeds last year's	You can't manage what you
AD	5m	3*	Ask Wendy to run new forecast	revenue & profit	don't measure!
				margin by 12%	MONEY MAGIC
Total Time: 5h 15m Total Must Time: 4h 10m					
	1h	2*	Meet with team to brainstorm improvements		More impact, less risk
	90m	1*	Review current financial plan product	4 – To make	Leverage
	1h	6*	Write up possible product improvements	major progress	Change lives & help clients
MH	30m	5	Get the metrics on returns and cancels	on updating	make money!
	1h	7*	Create outline of system for follow up support	financial program	Have fun
	45m	8	Create PDF roadmap to simplify the process	to increase value &	Be our best
	1h	9	Meet with broker to get his input	minimize risk for	Create even more trust
MH	45m	3	Create a survey to get client feedback	our customers.	with our clients
MH	90m	4	Send out survey and compile feedback		
Total Time: 9h Total Must Time: 4h 30m					
	1h	1*	Brainstorm top 1-3 year Results		Clarity is power
	1h	2	Create fun Roles for my Categories	3 – Establish	Inspire myself!
	1h	3	Do Weekly Planning Process with new goals	clear & compelling	Become & give more to
	30m	5	Create communication plan with team	plan for my	myself & family
	45m	4*	Create RPM report format for team	own future	Provide focus
	90m	6*	Meet with team to brainstorm Categories		Create a future I desire
	5h	7*	Listen to Personal Power® II on way to work		& deserve!
					FUTURE FORTUNE TELLER
Total Time: 10h 45m Total Must Time: 8h 15m					

L	D	P	MASSIVE ACTION PLAN *How can I best achieve it now?*	RESULT *What do I want?*	PURPOSE *Why do I want it?*
CD	20m	6	Brush up on info about mentoring group		To make a difference
CD	15m	7	Research stats on power of mentoring	6 – To conduct	To inspire & show people
MH	45m	3*	Prepare slides	an outstanding speech	what's possible
	30m	1*	Write outline for presentation	for mentoring group that	Our future depends on
	45m	4	Practice my talk!	inspires people to	our youth!
	5m	2*	Brainstorm my CTA (Call to Action)	contribute their time	To feel proud & do my part
	5m	5*	Put myself in state to deliver 100%		AWESOME BIG BROTHER!
	30m	8*	Complete follow ups from talk		
Total Time: 3h 15m Total Must Time: 1h 50m					
	30m	2*	Pick mom up – 6pm Wed dinner		She deserves it
AD	5m	5	Reservations at Tutto Mare	5 – To connect	To deepen our connection
AD	5m	1*	Arrange to leave early Wed	with my mom so	& give back
AD	5m	6	Call McKensie to clean mom's house	she feels totally	So she feels totally loved
	5m	3	Write card to mom	supported, nurtured	and cared for
	10m	4*	Brainstorm magic moments with mom	and loved	To have a blast enjoying life!
	1h	7	Grocery shop to buy her favorite foods		LIGHT OF HER LIFE!
Total Time: 2h Total Must Time: 45m					
	20m	2*	Call dad re: holiday plans		To show I care!
	5m	5	Email note to Susan Goldstein	8 – Key	Supporting family & friends
	10m	3*	Thank Stephan for arranging mentoring talk	communications	supports me
	30m	1*	Call Jeff – happy birthday on Thurs!	are supported	To connect with those I love
	10m	6	Congrats note to Michael	& nurtured	To feel happy
	30m	4	Call Bill re: possible partnership		To enjoy my life!
					SORCERER OF FUN
Total Time: 1h 45m Total Must Time: 1h					

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DAY 8 – HOW TO GET STARTED: THE WEEKLY PLANNING PROCESS

L	D	P	MASSIVE ACTION PLAN *How can I best achieve it now?*	RESULT *What do I want?*	PURPOSE *Why do I want it?*
	3h	1*	Schedule 3 workouts with my trainer (M/W/S)		To feel strong & determined
	30m	6	Buy new mountain biking shoes	7 – Make major	Discipline shows up in
	3h	4	Go on 15 mile ride Sat with the guys	progress on the	every area
	1h15	2*	Do 50 pullups / pushups every day	transformation of	To have awesome energy
	10m	3	Call Henry re: Sat bike ride	my physical body –	& vitality
	30m	5	Create menu for week to support healthy eating	160 lbs & 17% body fat!	To have the energy to do
					everything I want to do!
					POWER HOUSE
Total Time: 8h 25m Total Must Time: 4h 15m					

STEP 3 – COMMIT TO BLOCK TIME & RESOLVE YOUR "MUSTS"

MONDAY 10/10

Workout with trainer

1 – SUPPORT SALES TEAM:

Create new incentive plan

Schedule daily standups

Review last week's numbers

Schedule & run kick-off meeting

2 – BUDGET & FORECAST:

Ask Bob – last year's budget & forecast

Ask Wendy for new forecast

Brainstorm draft of new budget

TUESDAY 10/11

Daily Sales Standup

6 – CONDUCT OUTSTANDING SPEECH:

Write outline for presentation

Brainstorm my CTA

Review stats on mentoring

WEDNESDAY 10/12

Daily Sales Standup

Workout with trainer

Dinner with mom!

8 – KEY COMMUNICATIONS:

Call dad

Congrats to Michael

Email Susan Goldstein

STEP 4 – SCHEDULE IT! IMAGINE & ANTICIPATE THE RESULTS

You can have the best plan in the world, but if you don't schedule blocks of time to work on your most important Results, chances are it won't happen. At the weekly level, complete your schedule by looking at the items you've put on your Commit list in Step 3 and put them into your calendar.

Be sure to schedule Block Time to work on your RPM Blocks around your scheduled meetings and appointments.

STEP 5 – COMPLETE, MEASURE & CELEBRATE

At the end of your week, look at your RPM Weekly Plan to determine how much progress you made on your RPM Blocks. Use the same key to measure progress on your action items. Move any items that you didn't complete to next week's Capture list.

KEY FOR MARKING ACTIONS IN YOUR RPM BLOCKS

✘	Done	✔	In progress
○	Leveraged	➜	Carried over to new capture form
■	Didn't need to be done to achieve outcome!		

Finally, be sure to take a few moments to learn from your week and celebrate your results.

Here are Joy's notes from celebrating her weekly plan.

What did I accomplish this week that I'm proud of? What did I enjoy? What progress did I make? Who did I impact? What were some magic moments?

The best part of my week was the mentoring talk I did at the Boys & Girls Club. We generated a lot of excitement and signed up 9 new people to mentor kids. Two of my kids were able to make it too and it was wonderful to see them connect with everyone there.

Mom was thrilled for her special dinner – it warmed my heart to see her joking with the waiter all night.

Finally, while I didn't quite finish the budget forecast and plan, we made major progress with the team and everyone seems fired up to finish the quarter strong and create momentum into the new year.

I worked out 3x this week, too! My muscles are SORE!

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The Weekly Dozen: Questions to Ask to Create Your RPM™ Weekly Plan

Preliminary Steps:

- **Connect to Your Driving Force: Review and associate to your Ultimate Vision and Purpose for your life.** *What's your life about? What is your true purpose?*
- **Own Your Roles, Goals & Resources: Review your Categories of Improvement.** *What needs to happen in each of these Categories this week for you to make consistent progress?*

STEP 1 – CAPTURE

1. **Brainstorm:** What needs to get done this week? What are any and all of the outcomes, actions, projects and communications that need to happen this week?

   Optional: List the key Roles of your life. What are the most important outcomes or results I want to achieve this week within each role and why?

2. **Chunk:** Look at your Capture list and ask, *Which items are related to a similar Result or outcome?*

STEP 2 – CREATE YOUR RPM PLAN

3. **Results:** *What is the most important Result or outcome that I need to achieve this week?* What Projects do I want to make progress on? What do I want to create or resolve this week? (Once you've created your first RPM Block, ask yourself, *What's the next most important Result or outcome I need to achieve this week?*)

4. **Purpose**: For each Result in your RPM Blocks ask, *Why do I want to do this? To support who or what? What's my real purpose?*

5. **Massive Action Plan:** For each Result in your RPM Blocks ask, *What specific actions must I take in order to achieve this Result? What actions could I take to get the Result I'm after?*

6. **For each action in your RPM Block, Prioritize them and then ask,** *Which of these actions are absolute musts for me?* Asterisk those 20% that make 80% of the difference.

7. **Estimate the Duration:** *How long will each of these items take?* Then, add these times up to find out the duration of the entire RPM Block. Be sure to also add up the Total Must Time (the time it would take if you were to just complete your asterisked action items).

8. **Leverage:** *Could I leverage any of these actions to someone else?*

Repeat questions 3-8 until you have exhausted all of the Results or outcomes you must achieve this week.

STEP 3 – COMMIT TO BLOCK TIME & RESOLVE YOUR "MUSTS"

9. *Based on my RPM Blocks for today, how much time do I want to commit each day of the week to make progress on them?* In other words, how much Block Time do I need to reserve for working on my RPM Blocks?

STEP 4 – SCHEDULE IT! IMAGINE & ANTICIPATE THE RESULTS

10. Schedule the items that have to happen at a specific time on your calendar. Then, look at your schedule and ask, *When can I schedule Block Time to work on my most important Results for today?*

Remember, what's scheduled is real. You must commit to blocks of time to work on your important Results so that you can make progress.

Finally, be sure to identify your "3-to-Thrive" for the week. Out of all the Results you want to achieve this week, which three things are the most important for you to focus on and make progress?

STEP 5 – COMPLETE, MEASURE & CELEBRATE

11. Ask yourself, *What did I accomplish this week? Did I achieve my most important outcomes? What Roles did I fulfill?* Cross off any items that are done, and carry over any items that still need to be done to the next day's or week's capture section.

12. **Recap your week:** *What did I learn this week? What did I achieve that I am proud of? Who was I this week?*

Be sure to celebrate your "wins" and capture any important distinctions in your journal notes.

Then, go through your RPM Blocks and cross off any items that are done and carry over any items that still need to be done to next week's capture section.

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Your Assignment

Identify your Driving Force. Put on some background music, get into a peak state of anticipation and write a paragraph that describes your Ultimate Vision and your Ultimate Purpose for your life. (Or use the music in the audio session to inspire you as you answer these questions!)

Ultimate Vision Questions:

- Who do I want to be?
- What do I want my life to stand for?
- What do I want from my life?
- What do I want to accomplish?
- Where do I want to go?
- What do I want to give?
- What do I want to create?
- What Results do I want my life to reflect?

Ultimate Purpose Questions:

- Why do I want this for my life?
- What's the purpose of my life?
- What's my true mission?
- What emotions really drive me?
- Why was I put here on this planet?
- Why do I want to be this kind of person?
- What will it give me? How will it make me feel?

NOTES

"It's not what we do once in a while that shapes our lives, but what we do consistently."

– Tony Robbins

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DAY 8 – HOW TO GET STARTED: THE WEEKLY PLANNING PROCESS

Follow the RPM Weekly Planning Process to create a plan for your week. Remember to schedule a consistent Block Time (usually Friday or Sunday) to complete this process. This is an important date with yourself. Doing the Weekly Planning Process consistently gets you into the habit of making sure your most important outcomes and Results have dedicated time in your schedule and a proven way to make them real.

RPM™ WEEKLY MASTER PLAN

WEEK OF _____

REMINDER

*Use the steps in the **Weekly Planning Process** as you plan your week. This will help you connect to your Life Plan so you can make time for what really matters most.*

STEP 1 – CAPTURE

Ideas, Wants, Needs	*Communications*

STEP 1 – CAPTURE

Optional: *When Capturing what you want to accomplish this week, it can help to create fun, empowering Roles that will excite you to take action toward your Results. Who are you focused on being this week? An athlete, an Adonis, a mama bear, a soul mate, a wealth creator, a community contributor, a visionary leader, a builder of dreams? What Actions, Outcomes or Results might you want in these areas?*

ROLES	CAPTURE ACTIONS, OUTCOMES, RESULTS

REMINDER

Once you've completed your Capture list, group together (chunk) related items into a single Result. When you do this, all the items on your Capture list will group into just a few Results. Then, you can turn these Results into RPM™ Blocks on the following pages.

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STEP 2 – CREATE YOUR RPM™ PLAN

L	D	P	MASSIVE ACTION PLAN ***How*** *can I best achieve it now?*	RESULT ***What*** *do I want?*	PURPOSE ***Why*** *do I want it?*
LEVERAGE	DURATION	PRIORITY			

Remember: 20% of your actions often get you 80% of your result. (You don't have to do them all!)

STEP 2 – CREATE YOUR RPM™ PLAN

L	D	P	MASSIVE ACTION PLAN ***How*** *can I best achieve it now?*	RESULT ***What*** *do I want?*	PURPOSE ***Why*** *do I want it?*
LEVERAGE	DURATION	PRIORITY			

STEP 2 – CREATE YOUR RPM™ PLAN

L	D	P	MASSIVE ACTION PLAN ***How*** *can I best achieve it now?*	RESULT ***What*** *do I want?*	PURPOSE ***Why*** *do I want it?*
LEVERAGE	DURATION	PRIORITY			

If you fail to plan, you plan to fail.
(But you're here, so you are definitely planning to SUCCEED!)

STEP 3 – COMMIT TO BLOCK TIME & RESOLVE YOUR "MUSTS"

Block time each day (i.e., 1-2 hours) to work on your most important Results. Then you can schedule all your other appointments, meetings and work around your Block Time.

MONDAY	TUESDAY	WEDNESDAY

What are my top 3-5 most important Results?

What are some likely challenges?
What's my game plan to overcome them?

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STEP 3 – COMMIT TO BLOCK TIME & RESOLVE YOUR "MUSTS"

Goals and outcomes aren't enough. You have to turn them into reality through effective planning. If you don't prioritize what's important to you, the demands of the moment will get in the way.

THURSDAY	FRIDAY	SAT	SUN

STEP 4 – SCHEDULE IT! IMAGINE & ANTICIPATE THE RESULTS

Enter these commitments into your daily and monthly planner pages NOW to ensure you follow through and dedicate time and emotion to your most important results. Be sure to track your results along the way. You can't manage what you don't measure.

STEP 5 – COMPLETE, MEASURE & CELEBRATE

Any thought, feeling, emotion or behavior that is consistently reinforced will become habit. Keep score of your wins. You can be winning when you think you're losing if you don't keep score.

What did I accomplish this week that I'm proud of? What did I enjoy? What progress did I make? Who did I impact? What were some magic moments?

What didn't happen this week? What's not perfect yet? What do I need to carry over to next week?

REMINDER

*Come back to revisit this week's plan when you do your next **RPM™ Weekly Planning Process**, so you can review your week, remember your wins and learn from the past.*

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DAY 9 – THE POWER OF EFFECTIVE DECISION MAKING

Every decision carries consequences. Decisions have the power to create great rewards for your life; decisions can also cause negative consequences that erode the quality of your life. While the level of the consequences will vary – some will be more neutral whereas others will have a profound impact – every decision you make will affect the quality and direction of your life. Think of all the experiences you have had in your life and where your life is today. Would your life be radically different if you had made some different decisions? Even small decisions can have a profound impact when they are measured over the course of several years or decades.

Maturity is anticipating the consequences of your decisions in advance of making them.

This session is designed to teach you a strategic decision-making process that lets you create choices for your life that empower you. In fact, this entire program is about deciding and resolving what you're going to do in your life (instead of doing things by default or on autopilot) and then using the RPM™ system to create a plan to produce the Results. You can convert every decision into an RPM plan that will show up on a daily basis for you so you can quickly turn your dreams into reality.

3 Decisions Our Brains Are Constantly Making

1. What am I going to focus on?
2. What does this mean?
3. What am I going to do?

RPM provides a model for ensuring that you are answering these three questions consciously so that you move in the direction of what you want, not what you don't want or what you fear.

4 Reasons People Put Off Making Decisions

1. **Fear:** Most people are so afraid of failing or of making the wrong decision. But remember: the only real failure is *failing to decide* – putting off what you know you inevitably need to do. The hardest part is always making the decision. Once the decision is made, the rest is easy. Sitting the fence is the worst place to be! We need to learn to let go of our fear and make a decision, even if it's the "wrong" one.
2. **Uncertainty about what the decision is going to mean:** Most of us have an illusion that decisions are made based on certainty. The truth is that decisions must be made based on the greatest *probability*. If you wait until you're certain to make a decision, it will be too late. This is why leaders are paid to make the tough decisions. If you want to be a leader, decide!

3. **People have weak decision-making muscles:** The way to get good at making decisions is to make more of them. Then if you make the wrong ones, you'll learn more quickly and you can use what you've learned to make better decisions in the future. You also learn that making the "wrong" decision isn't fatal! This makes it easier to move past your fears.

> **Success is the result of good judgment.**
> **Good judgment is the result of experience.**
> **Experience is often the result of bad judgment.**

4. **People feel overwhelmed:** In today's society, we all experience a constant deluge of information. It's in our emails, our texts and constant notifications on our cell phones. And we are constantly pressured to make decisions based on the information that surrounds us. Often, we simply don't know where to start. We need a system for making decisions that will cause us to focus on our outcomes and produce the results that will benefit us most in the long term.

4 Rules for Decision Making

1. **All important and/or difficult decisions must be made *on paper*.** Do not do it in your head! This causes a "Looping Process" that makes effective decision making difficult to impossible, and makes people crazy!

2. **The most important first step in all decision making is to be clear about what you want (your outcome or Result) and why you want it (your Purpose).** How will you know when you've achieved your outcome? What does success look like? What is your evidence procedure?

3. **Remember, decisions are made based on *probability*.** Rarely will you have the luxury of absolute certainty. All decision making carries some consequence. That's its power. However, failing to make a timely and intelligent decision can also carry severe consequences to individuals and organizations.

4. **All decision-making is values clarification.** Often, you will have several outcomes or Results you want to achieve simultaneously. Therefore, you must prioritize. Be clear about the order of importance of all of these outcomes. Which do you value the most?

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The Decision Maker – 6 Steps to Effective Decision (OOC/EMR)

STEP 1 – OUTCOMES (IN ORDER OF IMPORTANCE)

What is the Result you're after? Why do you want to achieve it? You must be clear about your outcome(s) and their order of importance to you.

STEP 2 – OPTIONS

Write down all of your options, including those that initially may sound far-fetched. Remember the power principle:

One option is no choice.

Two options is a dilemma.

Only three (or more!) options gives you true choice.

STEPS 3 – CONSEQUENCES

What are the upsides and downsides of each option? What do you gain by each option and what could it cost you?

STEPS 4 – EVALUATION

Weigh the consequences of each option. Review your options and evaluate each of their upsides and downsides.

- What outcomes are affected?
- How important is each upside / downside in terms of meeting your outcomes (on a scale of 0-10)?
- What is the probability that the upside / downside will occur (0-100%)?
- What is the emotional benefit or consequence if this option were to actually happen?

After completing this stage, you will be able to eliminate some options from your list.

STEP 5 – MITIGATE

Review the "downside" consequences for each of your remaining options. Then choose alternatives to eliminate or reduce the downside.

STEP 6 – RESOLVE

Based on the most probable consequences, select the option that provides the greatest certainty you will meet your desired outcomes and needs.

1) Select your best option and strengthen your resolve to make it work.
2) Resolve that no matter what happens, this option will give you a win.
3) Design your plan for implementation and then take massive action. You know your outcome. Now it's time to develop an RPM™ plan for its attainment!

The Problem Solver: 4 Simple Steps

Sometimes you are in the position of having to make a decision because you are in the midst of a full-blown problem or crisis. In these situations, you want to take four simple steps before going through the 6 Steps to Effective Decision Making (OOC/EMR).

1. **Get resourceful.**

   1) Decide you're going to solve this. Decide to stop focusing on the problem and start focusing on the solution. Remember, most people spend 95% on the problem and only 5% on the solution. You must do the opposite.

   2) Get perspective from others who have successfully dealt with such a problem before.

   3) Remember a tough time in your life when you pulled yourself through. What was it that pulled you through? A belief? An understanding? How can you utilize that resource in this situation?

   4) Believe that you're guided as long as you're doing something for the greater good, and that if you're committed, there is always a way.

2. **Define the current situation as it is (not worse than it is).**

   You must define the current situation as factually as possible without your "story." For most of us, there is the actual event and then there is our story about the event. To solve a problem, you must remove yourself from your "story" and simply define the situation as it is.

   REMINDER

   Use the power of language to change your experience. Stop calling it a "problem" and instead call it a "challenge" or "the situation."

3. **Get a clear vision for what you really want.**

   What do you want to have happen that is different from how it is now? Again, write down exactly how you *want* this situation to turn out, not just what you want to avoid.

4. **List the resources available to you and any constraints or limitations you have.**

   1) What are all the resources you could utilize to help solve this problem? Who do you know who could help you? What physical resources do you have (i.e., money, time, etc.)? What information is available to you that you are not maximizing?

   2) What constraints do you have in solving this problem? List only the real limitations or parameters to solving this problem. Be sure that they are really constraints and not just limiting beliefs. For example, are you limited to spending a certain amount of money? Is there a time frame by which this must be resolved? Is there a resource that you don't want to tap into for this particular situation?

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Example: Tony's Problem-Solving Process

Step 1: **Get resourceful.**

Get determined to focus on a solution, not the problem. Remember, "there is always a way if I'm committed."

Step 2: **Define the current situation.**

1. Tony is scheduled to go to Fiji for a video shoot for his infomercial for one week – from Sunday to Friday.
2. Tony has also been given a great gift – the opportunity to travel with President Gorbachev and learn from him as well as an invitation from President Bush to attend a conference of world leaders to discuss the future.
3. The dates overlap – Tony is supposed to be filming the infomercial in Fiji from Sunday to Friday and he is supposed to be at President Bush's conference from Monday to Wednesday.
4. Tony has conflicting desires: Both seem extremely important to him and it does not seem feasible to do both simultaneously.

Step 3: **Get a clear vision for what you really want.**

Tony's ideal vision was that he would attend President Bush's conference with the world leaders; that he would fly with President Gorbachev to find out what really ended the Cold War; that he would learn some leadership skills from some of the most powerful leaders of our time; that he would take advantage of the positioning in the media of being one of 100 people selected for this conference and that he would complete an outstanding infomercial where he was healthy & fit and had the opportunity to connect with his host, Leeza Gibbons, in advance.

Step 4: **List the resources available to you and any constraints or limitations you may have.**

Resources	Constraints
• Tony's creativity • Tony's time • His influence – he has the skills to perhaps persuade someone to change something • Tony's private plane • Tony's resort in Fiji – as he could utilize that as leverage to change something (i.e. trade for time at his resort) • Tony's determination and belief that there is always a way	• Cannot move the President Bush event • Tony needs to be fair to Leeza, who has already booked this time • Tony cannot upset his partners in the infomercial • Tony gave his word to President Bush that he would fly President Gorbachev from New York to the conference

Example: Tony's Decision-Making Process

STEP 1 – OUTCOMES (IN ORDER OF IMPORTANCE)

#	Outcomes	Purpose
1	To attend the conference and spend time with President Bush, President Gorbachev, President Mitterand and Prime Minister Thatcher.	To be a part of history. To experience the pride of having a small voice in what could help shape the direction of the world as a whole.
2	Complete an outstanding infomercial.	This is a primary tool to impact millions of people's lives. We've sold 50 million tapes, and this has expanded my identity around the world so people get to know who I really am. And it provides me with income while I sleep.
3	To make sure that Leeza feels totally supported and respected, that I get to connect with her.	State is everything – real connection between us will translate on the show. And she deserves my support.
4	To ensure that my partners are happy.	They deserve my support as they are working hard to make this show work.
5	To ensure that my wife is really happy.	She's been supporting me so much, and we haven't had much time together, so I want her to be supported as well.
6	To have the time to rest, relax and recover before the show.	I've been on the road and I need to be in the best possible state for this show. I want to look good, feel good and do a great job.

STEP 2 – OPTIONS

1. Tony flies President Gorbachev to the conference, attends the conference and then works to reschedule the infomercial filming.
2. Tony flies to Fiji and films the infomercial, cancels the President Bush event and does not provide President Gorbachev with the flight.
3. Tony flies President Gorbachev to the conference, attends the conference and then flies to Fiji and films the infomercial in just two days. (Remember, though, you cross the International Date Line flying to Fiji so you lose a day so this would really only leave 1½ days to do the filming.)
4. Tony flies to Fiji and films the infomercial, cancels the President Bush event and still provides President Gorbachev with the flight so that he at least keeps his word.

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STEPS 3 & 4 – CONSEQUENCES & EVALUATION

Option	Upsides	Outcomes Affected	Importance (0-10)	Probability (0-10)	Benefit or Consequence
1. Tony flies Gorbachev, attends conference & reschedules infomercial.	**1.** Experience history	1	10	9	+10
	2. Have impact	1	10	9	+10
	3. Learn post Cold War issues	1	10	9	+10
	Downsides				
	1. Upset Leeza – lose host	2, 3, 4	10	9	-9
	2. Upset partners	2, 3, 4	10	9	-9
	3. Loss of $ for flights	2, 3, 4	10	9	-9
	4. Loss of revenue – show not on air	2, 3, 4	10	9	-9

Option	Upsides	Outcomes Affected	Importance (0-10)	Probability (0-10)	Benefit or Consequence
2. Tony films infomercial, cancels Bush & does not fly Gorbachev.	**1.** Great infomercial	2, 3, 4, 5, 6	10	9	+9
	2. Leeza is happy	2, 3, 4, 5, 6	10	9	+9
	3. Partners are happy	2, 3, 4, 5, 6	10	9	+9
	4. Time to relax	2, 3, 4, 5, 6	9	9	+9
	5. Save $30k on flight	2, 3, 4, 5, 6	10	9	+9
	Downsides				
	1. Miss out on huge opportunity to be part of history	1	9	10	-9

Option	Upsides	Outcomes Affected	Importance (0-10)	Probability (0-10)	Benefit or Consequence
3. Tony flies Gorbachev, attends conference, films infomercial in 1-2 days	**1.** Participate in historic event and be part of history	1	10	10	+10
	2. Could still get great infomercial	2	10	3 or 4	-7 to -8
	Downsides				
	1. Quality of show may suffer	2	8	8	-8
	2. Leeza may be upset	3	7	5 or 6	-8
	3. Partners may be upset	4	7	9	-7
	4. Tony physically burned	6	4	9	-3
	5. It could rain – hurt filming	2	5	5 or 6	-5

Option	Upsides	Outcomes Affected	Importance (0-10)	Probability (0-10)	Benefit or Consequence
4. Tony films infomercial, cancels Bush event, flies Gorbachev anyway	**1.** Keep my word		10	10	+10
	2. Possibly connect with Gorbachev in the future	1	9	4	+10
	3. Infomercial will be great!	2	10	10	+10
	Downsides				
	1. Miss out on history now	1	9	9	-8
	2. May never have a chance to connect with Gorbachev	1	9	9	-8 to -9
	3. Gorbachev gets plane & doesn't know who I am	1	9	10	-9
	4. I spend $30k for nothing		6	6 or 7	-7

STEP 5 – MITIGATE

At this stage, Tony looked at his remaining options and asked himself, "Which one of these options makes the most sense to me?"

He decided that Option 4 made the most sense at this stage. Then, he looked at how to mitigate the downsides of this option.

Downsides	Alternatives, Options, Strategies
1. Miss out on history now	Call President Bush and let him know I'm still going to keep my word with Gorbachev even thought I can't attend the conference and ask to be kept in mind if there's an opportunity in the future to have lunch with Bush and Gorbachev.
2. May never have a chance to connect with Gorbachev	**1.** Ask Gorbachev in advance to help us create a video to give to the kids I sponsor in Houston. **2.** I could still ask him my burning questions via video about Post Cold War issues.
3. Gorbachev gets plane & doesn't know who I am	
4. I spend $30k for nothing	

Once the alternatives were identified for Option 4, Tony determined the upsides and downsides for each.

Alternative	Upsides	Downsides
Ask Gorbachev to create a video and ask President Bush for a future opportunity	**1.** Get great video for kids in Houston **2.** I might still get to learn about history	**1.** Gorbachev could say "no" to the video **2.** I don't want President Bush to feel obligated to me

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Next Tony asked, “Which of the options could also make sense to me?” Following the same process, Tony mitigated Option 3.

Downsides	Alternatives, Options, Strategies
1. Quality of the show may suffer	**1.** Fly with Gorbachev to the conference but then leave Monday night to get to Fiji. Miss the conference but still get to connect with Gorbachev. **2.** By leaving on Monday to arrive in Fiji on Wednesday, this still gives me 2½ days to film, which I've done before and still produced a great show. **3.** Call President Bush to let him know the plan and ask for the privilege of spending time with him and some of the other leaders before the event begins.
2. Leeza may be upset	Arrange with Leeza to connect with her in Los Angeles in advance of the Fiji trip.
3. Partners could be upset.	My partners can film B-roll, Leeza's direct-to-camera pieces and do all the set up before I'm there.
4. Tony physically burned	Sleep on the plane and arrange workout clothes and gear so I can go on a run on layover in New Zealand.
5. It could rain (hurts filming)	It could rain anyway so make sure we have an indoor shoot set up with a view of the ocean and outside.

Again, the upsides and downsides need to be determined for the alternatives to Option 3.

Alternative	Upsides	Downsides
Fly with Gorbachev, connect with him, create a video, still get to Fiji to have 2½ days to film. Connect with Leeza in advance. Have partners prepare and film what they can before I arrive. Sleep on the plane and work out in New Zealand.	**1.** Get to experience history. **2.** Get to ensure my infomercial is great because I'll have enough time to film (2½ days). **3.** Still get to connect with Leeza in advance. **4.** My partners still get the time they need to film everything. **5.** I can show up in Fiji in good shape.	

STEP 6 – RESOLVE

Tony now selects his best option (Option 3, mitigated as on the previous page): He will fly with President Gorbachev on Monday to the conference and spend a few minutes once he arrives connecting with President Bush and some of the other leaders. He will then leave Monday night for Fiji and arrive on Wednesday, giving him 2½ days to film the infomercial. Before he leaves for Fiji, however, he will visit Leeza Gibbons in Los Angeles to connect with her in advance and he will arrange with his partners for them to film Leeza's spots and the B-roll before he arrives in Fiji. Finally, he will make sure that he sleeps on the plane and goes running in New Zealand so that he is physically in good shape.

Now, remember, once you make a decision, you must resolve to make it work. You cannot reconsider and reevaluate once you've made your decision.

Definition

Decision

The Latin root means "to cut off."

The moment you make a decision, you cut off any other possibilities.

You must also visualize the result you want and set yourself up to win. You must figure out what you will do so that even if your expectations aren't met 100%, you will still feel that the situation was successful. Remember, you must focus on things you can control, like your beliefs, the meaning you give the situation, etc.

Your Assignment

Think of an important decision you want to make, maybe something to do with your business or your personal life.

If a problem is driving this decision, first complete these four steps:

1. Get resourceful.
2. Write down the details of the situation without emotion. Be as specific as possible.
3. Describe your Ultimate Vision.
4. List your available resources and any limitations or constraints.

Then, take yourself through the Decision-Making process following the six steps:

1. Outcome – the Result you really want
2. Options – brainstorm your choices (remember, you want at least three!)
3. Consequences – the upside and downside – for each option should you choose it
4. Evaluate – rate the impact of the consequences of each option; narrow down the list
5. Mitigate – brainstorm ways to reduce or eliminate the downside of a chosen option
6. Resolve – Commit to one option, see it succeeding and see it through!

Use the form on the following pages to help you complete this process. You don't have to get it perfect; the most important step is to get your ideas out of your head and onto paper.

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The Decision Maker: 6 Steps to Effective Decisions OOC/EMR

STEP 1 – OUTCOMES (IN ORDER OF IMPORTANCE)

Brainstorm your Ultimate Outcome (or Outcomes). What do you want to have happen out of this situation? Capture the outcomes you want most and why they are important to you.

#	Outcomes	Purpose
1		
2		
3		
4		
5		

STEP 2 – OPTIONS

Brainstorm your top three options. Remember the Power Principle: One option is no choice. Two options is a dilemma. Only three options represents true choice.

#	Options
1	
2	
3	

STEPS 3 & 4 – CONSEQUENCES & EVALUATION

Brainstorm the upsides and downsides for each option. Then, evaluate the outcomes affected and estimate the importance and probability of each upside and the benefit or consequence if it were to happen.

Option	Upsides	Outcomes Affected	Importance (0-10)	Probability (0-10)	Benefit or Consequence
1.	1.				
	2.				
	3.				
	4.				
	5.				
	Downsides				
	1.				
	2.				
	3.				
	4.				
	5.				

Option	Upsides	Outcomes Affected	Importance (0-10)	Probability (0-10)	Benefit or Consequence
2.	1.				
	2.				
	3.				
	4.				
	5.				
	Downsides				
	1.				
	2.				
	3.				
	4.				
	5.				

Option	Upsides	Outcomes Affected	Importance (0-10)	Probability (0-10)	Benefit or Consequence
3.	**1.**				
	2.				
	3.				
	4.				
	5.				
	Downsides				
	1.				
	2.				
	3.				
	4.				
	5.				

STEP 5 – MITIGATE

Review Steps 3 and 4 above. Out of your three original options, which one seems like it might be the best one so far? Then, brainstorm possible alternatives, options and strategies to mitigate the possible downsides of this option. Next, brainstorm the upsides and downsides of each of the alternative solutions you come up with! You don't need to get it perfect. Just think outside the box!

Best Option so Far: _____

Downsides	Alternatives, Options, Strategies	Upsides	Downsides
1.			
2.			
3.			
4.			
5.			

If you need to, you can repeat Step 5 and go through the mitigation process with your other options as well. As you do this, a clear winner should start to emerge!

Additional Option to Mitigate: _____

Downsides	Alternatives, Options, Strategies	Upsides	Downsides
1.			
2.			
3.			
4.			
5.			

Additional Option to Mitigate: _____

Downsides	Alternatives, Options, Strategies	Upsides	Downsides
1.			
2.			
3.			
4.			
5.			

STEP 6 – RESOLVE

Review your refined list of options with your additional strategies. Select the option that provides the greatest certainty that you will meet your desired outcomes and needs. Write it down and resolve that you will take action on it today!

_____

_____

_____

DAY 10 – THE ULTIMATE VICTORY: CELEBRATING YOUR LIFE

Congratulations! You made it to session 10! You're one of the "few who do" vs. "the many who talk."

And you now have the equivalent of an MBA in managing your life.

But if all you did was "manage" your life, that doesn't come close to the level of joy, fulfillment, excitement and self-respect you deserve. RPM™ is all about not only helping you achieve more Results that matter, but also about you feeling more happy, driven and alive all along the way. Success in life is about more than getting your goals; it's about knowing how to enjoy the ride!

So in this session, you're going to learn two tools that you can use to maximize your level of fulfillment in all the areas of your life and create more "emotional juice" on demand.

The Emotional Flood

The true power of RPM™ is that it provides an amazing framework for you to create a compelling vision – in all the areas of life that matter most to you – and then make that vision real by having it inform all your plans for your months, weeks and days.

The single most important factor in turning your dreams into reality is simple, but not always easy. It's the practice of continuously focusing on your Ultimate Vision, almost obsessing about it.

What you focus on, you feel. Wherever focus goes, energy flows.

Some people say they aren't good at picturing things. But we all flood ourselves with emotions all the time. What types of emotions do you tend to flood yourself with most often? Joy, hopefulness, gratitude, love dedication, compassion and resolve? Or, do you continuously flood yourself with gloom, fear, depression, resentment, bitterness and cynicism?

The Emotional Flood process is designed to help you take control of your life by consciously directing your mind to the positive. This isn't about just picturing or imagining what you want – or writing down a few Results you want to achieve. It's not even about "positive thinking." It's about *experiencing* the rewards in your mind and body as if the celebration of your achieved dreams were exploding through you right now. Studies show that this kind of emotionally charged experience is so powerful it's almost indistinguishable from the "real thing." It also engages your reticular activating systems (RAS) so that you'll see more of what matches with what you want and get it!

Beware though: This power can easily be engaged in reverse! When you get into the habit of flooding yourself with a torrent of pessimism, dread, fear and worry – when you consistently obsess and envision your worst fears and accept them as a foregone conclusion – you experience pain now, and invite more of it in the future. Just like a race car driver looking at the wall he desperately wants to avoid, allowing negative emotions to flood your mind will drive you right towards what you don't want. You'll completely miss what you do want, even if it's right in front of you. Your mind is that powerful!

The Emotional Flood is designed to help you create the emotional experience of connecting to your compelling vision for the future and magnifying it. You can use this tool whenever you want, as often as you want!

The 3 Phases of the Emotional Flood

1. **Part 1: Destroy the Loop:** Eliminate your old problems and visualize blasting them out of your life. When you're done, think about what it means to have all of those things out of your life! Write down what you experienced and why you know that these challenges have been blasted out of your life forever.

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2. **Part 2: Stack the Victories:** Flood yourself with positive images, feelings and the most enjoyable memories of your past. Relive your magic moments, triumphs and joys and really feel it. When you're done, take a moment to write down how you feel. What were some of your favorite memories? What did you learn by doing this process?

3. **Create a Future Flick:** Step into the future. See the images and feel the emotions you will experience when you finally achieve what you're really after in life. How would you feel if you knew you were going to get a picture of your future and you knew it was all great? When you're finished, take a moment to write down how you feel. What's different about this Emotional Flood than when you remembered the memories of your past? What did you discover about your future? How did it make you feel?

"A compelling future is the food on which souls thrive."
– Tony Robbins

Your Code of Conduct

Your Code of Conduct is your set of standards for how you're going to be and feel every day of your life. By living by these standards, you will create a life of not only extraordinary results, but also amazing levels of fulfillment and self-esteem.

RPM™ is designed to create a plan for your life where you achieve lasting fulfillment and the certainty that you can turn any vision into a reality. Once you have this vision and purpose for your life and you understand the system for how to create the Results you want, what will determine whether you really achieve it will be the states you live in consistently. The most important "list" you're ever going to make is your Code of Conduct for how you're going to show up on a daily basis. Remember, this is not what you're committed to *doing*, but how you are committed to *being* and the emotions you're committed to *feeling* every day.

Exercise: Code of Conduct

What emotions or states are you committed to practicing and living every day? What is your Code of Conduct?

A Sample Code of Conduct

Be fun	Be playful
Be loving	Be nice
Be grateful	Be focused
Be flexible	Be passionate
Be disciplined	Be strong
Be healthy	Be smart
Be romantic	Be cheerful
Be happy	Be joyous

Be a Force for Good

"The secret to living is giving."
– Tony Robbins

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An Invitation and Challenge

You've worked so hard during this program to really master this system. It's now time to step up – take the time to create your plan for your life. Review the last 10 days and finish any assignments or exercises you may have missed. Follow through and discover everything you're really capable of. Finally, be sure to celebrate. You now own the key to a life of amazing results and extraordinary fulfillment.

Do not follow me, for I am not your leader.

Do not lead me because I will not follow you.

Please, walk beside me now and be my friend.

Remember the gifts you've been given. You have all the time there is. Use it well. And each day, remember to Live with Passion!

Order Your RPM System Full Box Set Today!

To help you stay focused on a life of achievement and fulfillment, we will honor 10% off your next purchase of any our RPM planners or our entire RPM full box set.

To learn more,
call 1-800-519-3510 or 1-858-535-6290
or visit **TonyRobbins.com/RPM**

NOTES

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AUDIO PROGRAM TRACKS

Time of Your Life® is a program you'll want to go through more than one time! Use this list of audio tracks to help you find the sessions you most want to review or to track your progress.

Day 1: Creating an Extraordinary Quality of Life: The Power of Focus

No.	Title
1	Welcome to The Time of Your Life!
2	The RPM Life Management System
3	How to Use This System
4	What Is Time?
5	The Power of Focus
6	The 3 Reactors: Pain, Pleasure & Other People's Demands
7	3 Keys to Getting What You Want
8	Questions Control Your Focus
9	In-*Can*-tations & In-*Can't*-ations
10	RPM's 3 Questions
11	The Difference Between Work & Play
12	Exercise: Focus on Results
13	Exercise: Ask Yourself Empowering Questions
14	Unreasonable People Shape the World
15	Your Assignment: Focus Assessment

Day 2: Time Targets: The Secret to Fulfillment

No.	Title
1	Destroy Your Stress & Tap into the Power of Fulfillment
2	The Power of the Zone
3	Urgency: The Source of Stress
4	The Time Target Symbol
5	The Dimension of Distraction & Delusion
6	The Dimension of Demand
7	Hit the Bulls-Eye: Get in the Zone!
8	Exercise: Do a Time Accounting
9	The Trap of Unnecessary Urgency
10	The Power of Leverage
11	What Was Urgent & Important In Your Week?
12	Pathways to Power
13	When Are You in the Zone?
14	Set Time Targets: Spend Time Where It Matters
15	The Secret to Fulfillment
16	The Control Model
17	Your Assignment: Time Assessment

Day 3: Creating Your Life Plan

No.	Title
1	Design Your Life
2	Areas of Management
3	Categories of Improvement
4	You Can't Manage What You Don't Measure
5	The Wheel of Life
6	What Categories Give You
7	Create Your Personal Categories
8	Design Your Professional Categories
9	Make Categories More Inspiring
10	The Power of Identity
11	Your Assignment: Juice Up Your Categories & Roles

Day 4: The Power of Vision

No.	Title
1	Recap: What We've Learned So Far
2	How to Create Your Vision
3	Big Visions Move People
4	The Success Cycle
5	Only Vision Can Make a Difference
6	Raise Your Standards from Good to *Outstanding!*
7	Your Ultimate Vision
8	Your Ultimate Purpose
9	Roles, Resources & 3-to-Thrive
10	Make It Real by Creating Compelling Goals
11	Capture Your Vision, Purpose & Roles
12	Roger Love's Magnificent 7
13	Have Fun in the Process by "Scoring Your Life"
14	Clarity Is Power: Be Specific
15	Your Assignment: Create Your Vision

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Day 5: How to Get What You Really Want

No.	Title
1	RPM: A System for Producing Extraordinary Results
2	The Power of a Clear Result
3	Example: Nissan & Mr. K
4	Simplify Your Life by Chunking
5	Chunking a Typical Day
6	What RPM Will Give You
7	How to Use RPM Blocks
8	The Essence of RPM: A Clear Direction & Plenty of Choices
9	Your Assignment: Adopt the Right Psychology

Day 6: The 5 Master Steps of Planning

No.	Title
1	5 Steps to an Outstanding Day
2	Step 1: Capture, Step 2: Create an RPM Plan
3	Step 3: Commit
4	Step 4: Schedule It, Step 5: Complete, Measure, Celebrate!
5	Example: A Soccer Mom Uses RPM
6	The Soccer Mom Schedules Her Time
7	5 Quick Tips to Enhance Your RPM Plan
8	The Soccer Mom Creates New Results
9	The Soccer Mom Utilizes Block Time
10	This Will All Be Second Nature Soon
11	Your Assignment: Plan Your Day

Day 7: Projects: Turning Dreams into Reality

No.	Title
1	Mastering & Managing Projects
2	What Is a Project?
3	Sample Project: Sending Your Son to College
4	Big Bad Dog's Weight Loss Program
5	Ultimate Benefit: Pathways to Power
6	Project Planning: Neecie's Incredible Wedding
7	The 5 Levels of Management
8	Review & Start Planning a Project

Day 8: How to Get Started: The Weekly Planning Process

No.	Title
1	Now Let's *Really* Get Started
2	Are You Living a Life of Reaction?
3	Exercise: Get Certain You Can Make Dreams Real
4	Putting It All Together: Ingredients for a Life that Works
5	Weekly Planning
6	Stage 1: Connect to Your Driving Force
7	Stage 2: Own Your Roles, Goals & Resources
8	Stage 3: Create Your RPM Master Plan
9	Stage 4: Set Yourself Up to Win
10	Your Assignment: Identify Your Driving Force & Plan Your Week

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Day 9: The Power of Effective Decision Making

No.	Title
1	The Decision-Making Model
2	The Power of Decisions
3	3 Decisions You're Constantly Making
4	Why People Avoid Making Decisions
5	4 Rules for Decision Making
6	OOC/EMR: The 6-Step Decision-Making Process
7	How RPM Helped Me Be in 2 Places at Once
8	The Decision-Making Process
9	What Are the Options?
10	Determine the Consequences & Evaluate Each Option
11	Eliminate Options that Won't Work
12	Mitigate the Downsides of the Remaining Options
13	Evaluate Your Alternative Solutions
14	Resolve, Visualize the Result & Set Yourself Up to Win
15	A Happy Ending
16	Your Assignment: Use OOC/EMR to Make a Decision

Day 10: The Ultimate Victory: Celebrating Your Life

No.	Title
1	Introduction to the Emotional Flood
2	Step 1: "Blow Out" the Challenging Time
3	Step 2: Flood Yourself with Great Memories
4	Step 3: Step into the Future
5	More Time in the Zone: Create Magic Moments
6	How Will You Play the Game? Your Code of Conduct
7	A Terrible Day in Milwaukee
8	How Ben Franklin Turned My Life Around
9	Signing Books at the Mall
10	Your Final Assignment: Make Your Code of Conduct
11	One Last Story

NOTES

"The really expert riders of horses let the horse know immediately who is in control, but then guide the horse with loose reins and seldom use the spurs."

– Sandra Day O'Connor

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